



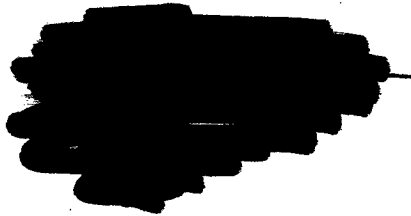
HEALYINST M5400.16
MAY 11 2001

HEALY INSTRUCTION M5400.16

Subj: HEALY CUTTER ORGANIZATION MANUAL

Ref: (a) Cutter Organization Manual, COMDTINST M5400.16

1. PURPOSE. This manual promulgates HEALY's organization manual per the requirements of reference (a).
2. ACTION. All hands must have a thorough knowledge and understanding of this instruction and its references to ensure the proper execution of their respective duties. Department Heads shall ensure that all personnel assigned to their respective departments receive a thorough indoctrination into the appropriate sections the Cutter Organization Manual.



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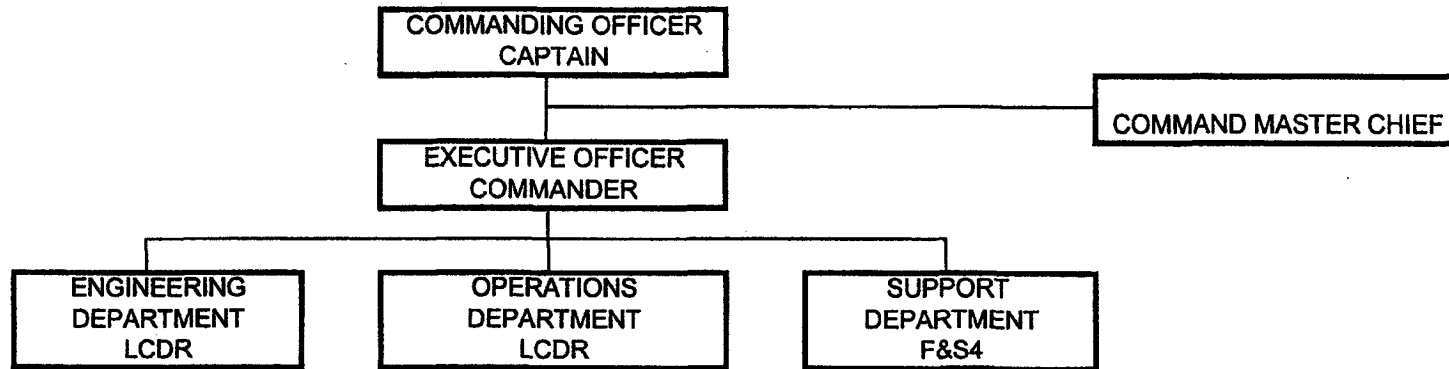
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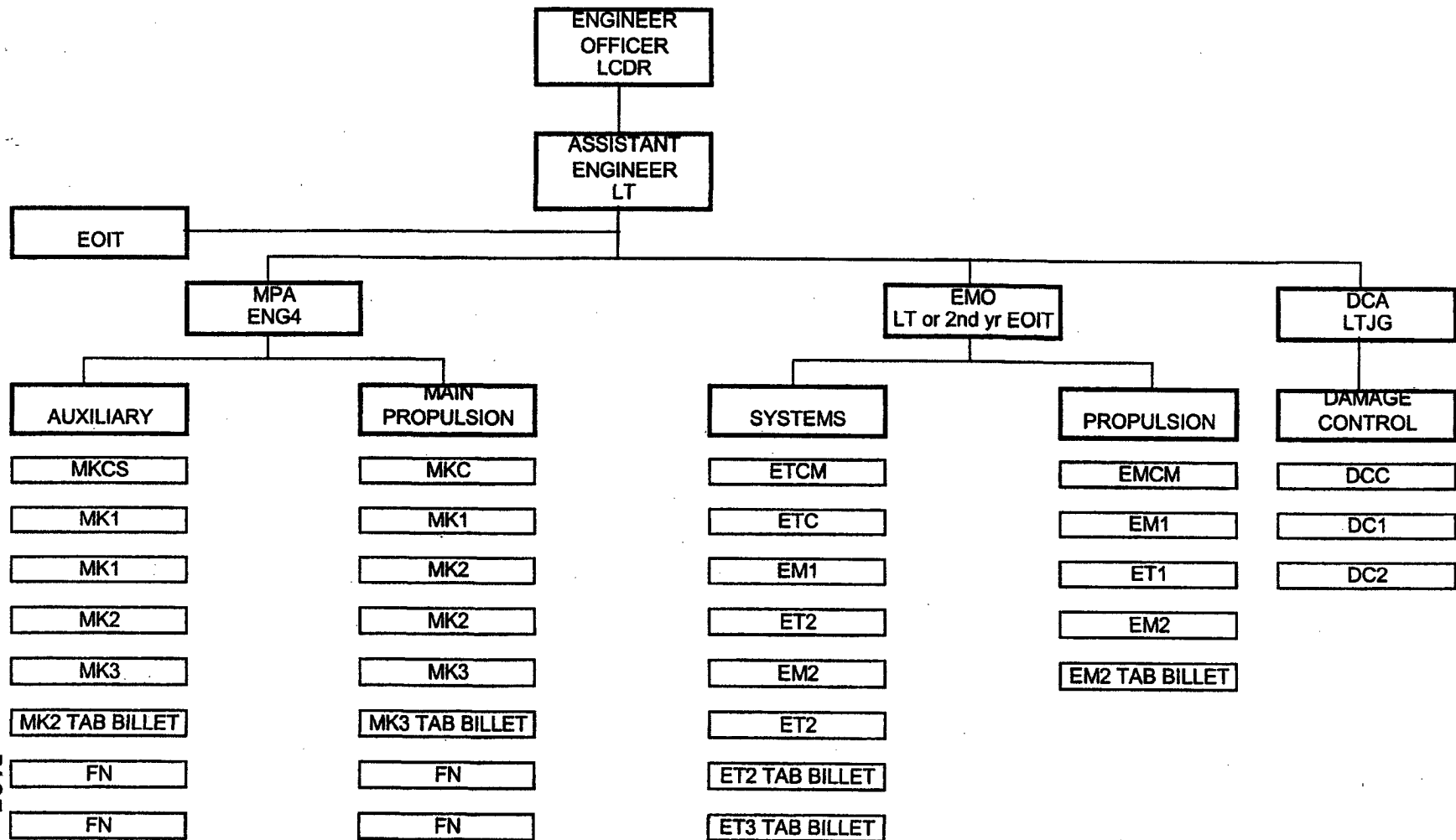
SHIP'S CHARACTERISTICS

Length, Overall	420' 0" (128 meters)
Beam, Maximum	82' 0" (25 meters)
Draft, Full Load	29' 3" @ Delivery (8.9 meters)
Displacement, Full Load	16,000LT @ Delivery
Height Above Waterline	66', Bridge Deck
	93', Aloft Conn
	135', Top of the Mast
Propulsion	Diesel Electric, AC/AC Cycloconverter
Generating Plant	4 Sultz 12Z AU40S
Drive Motors	2 AC Synchronous, 11.2Mw
Shaft Horsepower	30,000 Max HP
Propellers	2 Fixed Pitch, 4 Bladed
Auxiliary Generator	EMD 16-645F7B 2400Kw
Fuel Capacity	1,220,915 GAL(4,621,000 liters)
Speed	17 Knots @ 147 RPM
Endurance	16,000 NM @ 12.5 KNOTS
Icebreaking Capability	4.5 FT @ 3 KNOTS (Continuous) 8ft (2.44m) Backing and Ramming
Science Labs	Main, Wet, Bio-Chem, Electronics, Meteorological, Photography
Accommodations	31 Officers/Chiefs 54 Crew 35 Scientists 19 Surge 2 Visitors 141 Total

CUTTER'S COMMAND STRUCTURE



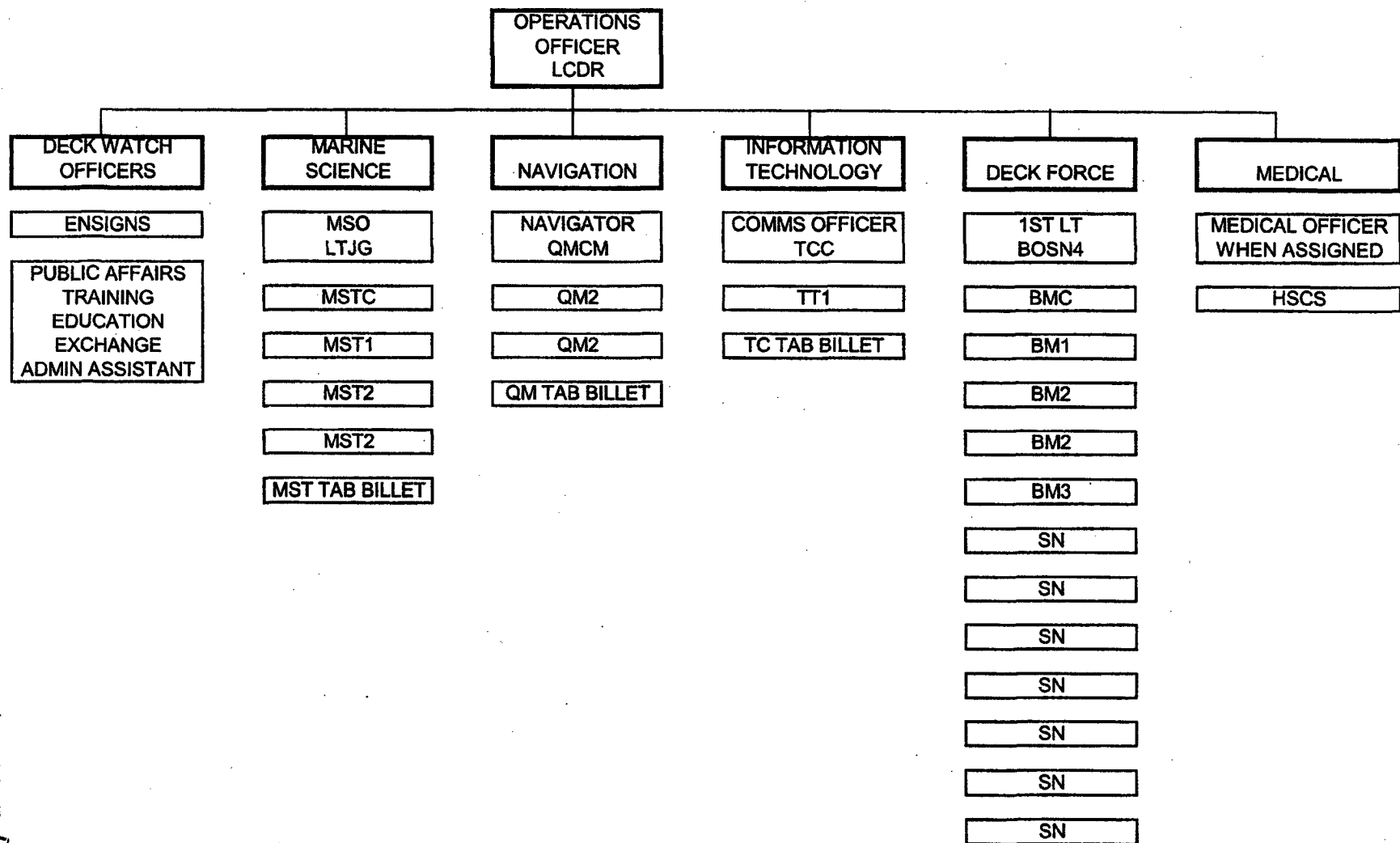
ENGINEERING DEPARTMENT ORGANIZATION



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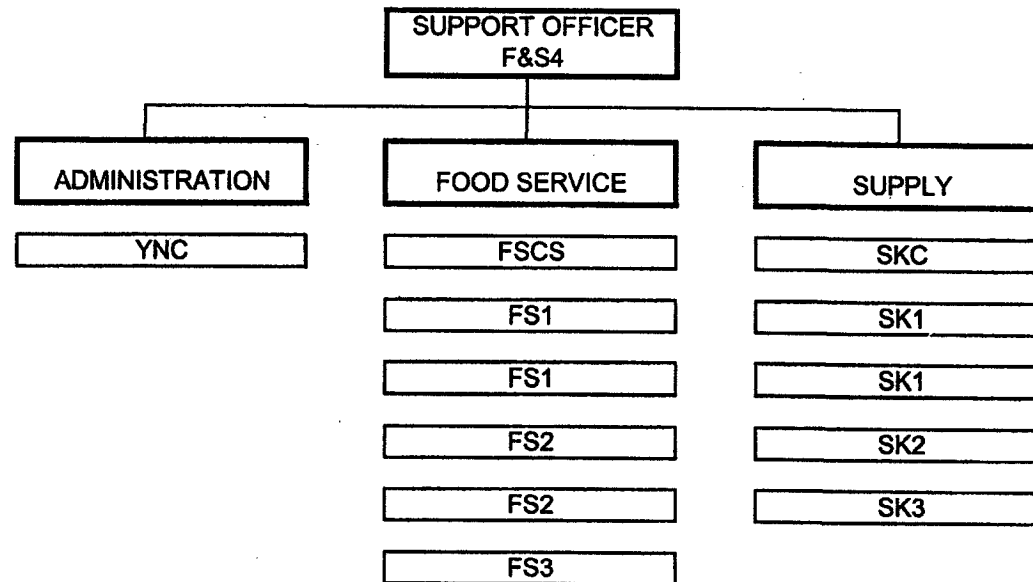
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OPERATIONS DEPARTMENT ORGANIZATION



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SUPPORT DEPARTMENT ORGANIZATION



CHAPTER 1 – UNIT ORGANIZATION

SECTION 100 - GENERAL

1. Purpose. The Coast Guard has a variety of publications, directives and instructions that promulgate courses of action, set objectives and standards, and establish policies and procedures for all Coast Guard activities. The Uniform Code of Military Justice (UCMJ) establishes the authority of the Commanding Officer and delineates standards of individual conduct. This manual supplements the Coast Guard Directives system and HEALY promulgated instructions to provide organizational, operational and administrative information specific to CGC HEALY. The following Coast Guard and HEALY directives and instructions are referenced throughout this manual. This list is not all inclusive, additional instructions are referenced within sections of other chapters.

- CG Personnel Manual, COMDTINST M1000.6 (series)
- CG Uniform Regulations, COMDTINST M1020.6(series)
- Training and Education Manual, COMDTINST 1500.10 (series)
- Medals and Awards Manual, COMDTINST M1650.29(series)
- CG Morale, Welfare and Recreation Manual, COMDTINST M1710.13 (series)
- Religious Ministries Within the Coast Guard, COMDTINST M1730.4 (series)
- Ombudsman - The Command Family Representative, COMDTINST M1750.4 (series)
- Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series)
- Shipboard Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series)
- Subsistence Manual, COMDTINST M4061.3 (series)
- Afloat Supply Procedures Manual, COMDTINST M4400.17 (series)
- Supply Policy & Procedures Manual, COMDTINST M4400.19 (series)
- CG Regulations Manual, COMDTINST M5000.3 (series)
- Shipboard Regulations Manual, COMDTINST M5000.7 (series)
- Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
- Military Civil Rights Manual, , COMDTINST M5350.11 (series)
- Physical Security Manual, COMDTINST M5530.1(series)
- Public Affairs Manual, COMDTINST M5728.2(series)
- Military Justice Manual, COMDTINST M5810.1 (series)
- Administrative Investigations Manual, COMDTINST M5830.1 (series)
- Medical Manual, COMDTINST M6000.1 (series)
- Alcohol Abuse Treatment and Prevention Program, COMDTINST M6330.1 (series)
- Comptroller Manual, Vol VII, Non Appropriated Fund Activities Manual, COMDTINST M7010.5 (series)
- Certifying and Disbursing Manual, COMDTINST M7210.1A
- Comptroller Manual Vol I Accounting, COMDTINST M7300.6(series)
- Naval Engineering Manual, COMDTINST M9000.6 (series)
- CG Diving Policies and Procedures Manual, COMDTINST M10350.1 (series)
- Electronics Manual, COMDTINST M10550.25 (series)
- U. S. Navy Diving Manual
- DANTES Examination Program Handbook, DID 1322.8 (series)
- Command Assignment List, HEALYINST 1601.1 (series)
- USCGC HEALY Navigation Standards, HEALYINST 3530.1 (series)
- HEALY Postal Operations Instruction, HEALYINST 5110.1 (series)
- Hazardous Materials/Communication Control Program, HEALYINST 6260.1 (series)
- Respiratory Protection Program, HEALYINST 6260.3 (series)
- HEALY Toxic Gas Bill, HEALYINST 6270.1 (series)
- Engineering Department Standing Orders, HEALYINST 9000.1 (series)

2. Guidance. This instruction is intended to supplement the information provided in the above directives.

3. Action. The Executive Officer is responsible for reviewing and updating this instruction periodically.

SECTION 110 – COMMAND

REF ID: A66666(7)

1. The Commanding Officer

a. Basic Functions, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations and Shipboard Regulations and subject to the limitations imposed by law and the customs and traditions of Naval Service.

b. Organizational Relationships. Relationships of key subordinates to the Commanding Officer are contained in U.S. Coast Guard Regulations. The following personnel report directly to the Commanding Officer in the normal performance of their duties:

- (1) The Executive Officer for administration of the ship as a whole.
- (2) The Operations Officer for operational information.
- (3) The Navigator for all matters pertaining to the safe navigation and piloting of the ship.
- (4) The Engineer Officer for the operation, repair and maintenance of the main propulsion and electrical plants and the control of damage.
- (5) The Support Officer for matters concerning disbursing, supply and food service.
- (6) The Medical Officer, when embarked or senior attached Health Service Technician, on matters concerning the health of the ship's personnel and for reports on individual cases requiring command attention.
- (7) The Senior Aviator, when embarked, on matters concerning the operation of aircraft.
- (8) The Command Master Chief on matters pertaining to the health and welfare of the crew.
- (9) The ship's Ombudsman on matters pertaining to the health and welfare of the unit's dependents.

2. The Executive Officer

a. Basic Functions, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations.

b. Organizational Relationships.

- (1) Is directly responsible to the Commanding Officer.
- (2) Department Heads report to the Executive Officer for all matters pertaining to the internal administration of the ship.

3. Command Master Chief/Senior Chief/Chief

a. Basic Functions, Duties, Responsibilities, and Authority. The Command Master Chief (CMC) is appointed as an advisor to the Commanding Officer on matters relating to enlisted personnel. The CMC shall endeavor to have enlisted problems addressed through the normal chain of command. Issues which cannot be appropriately resolved in this matter will be brought to the attention of the Commanding Officer.

b. Organizational Relationships. The CMC reports directly to the Commanding Officer and is responsible for advising him/her about the welfare of enlisted personnel. Other assigned enlisted personnel may address issues that they feel cannot be resolved through the chain of command to the CMC.

4. The Ombudsman

a. Basic Function, Duties, Responsibilities, and Authority. As specified in Ombudsman - The Command Family Representative.

b. Organizational Relationships. Communicates directly with the Commanding Officer and Executive Officer as appropriate.

5. Succession to Command is contained the Command Assignment List instruction.

SECTION 120 - DEPARTMENTS AND DIVISIONS

1. The Department Head

- a. Basic Function, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations and Shipboard Regulations.
- b. Organizational Relationships. Department Heads routinely report to the Executive Officer for operational readiness of their departments and for all administrative and personnel matters.

2. The Operations Officer

- a. Basic Function. As set forth in U.S. Coast Guard Regulations and Shipboard Regulations with the exception of the operational readiness of electronic equipment and responsibilities of the Electronics Material Officer which fall under the Engineer Officer. Additional areas are:
 - (1) Collect, interpret and disseminate ice information.
 - (2) Plan and coordinate the training of junior officers assigned to the Operations Department and all Deck Watch Officers.
 - (3) Provide meteorological and oceanographic services.
- b. Organizational Relationships.
 - (1) Reports to the Commanding Officer for matters concerning operations, intelligence, tactical employment of the ship and approval of officer watch bills.
 - (2) Reports to the Executive Officer for administration of the Operations Department and for the training of Deck Watch Officers.
 - (3) The following division officers report to the Operations Officer for the performance of their duties as set forth in the U.S. Coast Guard Regulations and Shipboard Regulations:
 - (a) Navigator. Shall also be guided by USCGC HEALY (WAGB-20) Navigation Standards.
 - (b) Communications Officer
 - (c) Marine Science Officer
 - (d) First Lieutenant
 - (e) The Physician Assistant or senior Health Service Technician for matters of accountability and muster.

3. The Engineer Officer

- a. Basic Function, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations (including those of the Electronics Material Officer), Shipboard Regulations, Naval Engineering Manual and the Electronics Manual.
 - b. Organizational Relationships.
 - (1) Reports to the Commanding Officer for the operational readiness and actual operation of the main propulsion and electrical plants and the damage control organization and systems.
 - (2) Reports to the Executive Officer for the administration of the Engineering Department.
 - (3) The following division officers report to the Engineer Officer in the performance of their duties:
 - (a) The Assistant Engineer Officer.
 - (b) The Damage Control Assistant.
 - (c) The Main Propulsion Assistant.
 - (d) The Electrical and Electronics Assistant.
 - (e) Engineer Officers in Training.
- The duties and responsibilities of the division officers and their functional groups are identified in the Engineering Department Standing Orders.

4. The Support Officer

- a. Basic Function, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations, Shipboard Regulations and in compliance with the requirements of the Chief Financial Officer (CFO) Audit. In amplification of those duties the Support Officer shall be responsible for:

- (1) Administer the vessel's annual budget, including maintenance of the allocation ledger, procurement, receipt, issue, payment and accountability, and preparation of such reports as are required by higher authority.
- (2) Serve as Property Officer. Maintain the plant property records, and implementing the required inventories, including the plant property in the custody of other departments per the Property Management Manual.
- (3) Supervise the Food Services Officer and operation of the general mess per Subsistence Manual
- (4) Serve as Inventory Control Officer. Supervise and direct the maintenance of inventory records and replenishment of stocks for all commodities of material.
- (5) Administer the Centralized Shipboard Supply System (CSS) as outlined in the Afloat Supply Procedures Manual.
- (6) Serve as Contracting Officer for the vessel when specifically designated by the Commander, Maintenance and Logistics Command.
- (7) Serve as Disbursing Officer and Cashier as set forth in the Certifying and Disbursing Manual.

b. Organizational Relationships.

- (1) Reports to the Commanding Officer on all support matters affecting the operational readiness of the ship.
- (2) Reports to the Executive Officer for administration of the Support Department.
- (3) The following personnel report to the Support Officer:
 - (a) The Chief Petty Officer of the Supply Division
 - (b) The Food Service Officer (FSO)
 - (c) Command Administrative Officer

5. The Aviation Officer/Senior Aviator

a. Basic Function, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations, Shipboard Regulations, and the Shipboard Helicopter Operational Procedures Manual. Supervise the assigned Aviation Detachment.

b. Organizational Relationships.

- (1) Reports to the Commanding Officer on all matters concerning aviation, including flight safety.
- (2) Reports to the Executive Officer for all departmental administrative matters.
- (3) All other assigned aviators and aviation ratings report to the Senior Aviator for the performance of their duties.
- (4) When an aviation detachment is not attached, the functions of the Aviation Department will be handled as follows:
 - (a) The First Lieutenant will be responsible for maintenance of aviation spaces and nonelectronic equipment.
 - (b) The Engineer Officer will be responsible for aviation fuel and shipboard installed electronic and electrical equipment.

SECTION 130 - COLLATERAL DUTIES

1. Exchange Officer

a. Basic Function, Duties, Responsibility, and Authority. As set forth in U.S. Coast Guard Regulations, Shipboard Regulations, and the Non-Appropriated Fund Activities Manual.

b. Organizational Relationships.

- (1) The Exchange Officer reports to the Commanding Officer concerning the financial stability of the exchange and to the Executive Officer concerning its normal operating procedure.
- (2) Exchange Operators report to the Exchange Officer concerning their assigned duties.

2. Morale and Recreation Officer

a. Basic Function, Duties, Responsibilities, and Authority. As set forth in U.S. Coast Guard Regulations, Shipboard Regulations and the Morale, Welfare, and Recreation Manual. In addition shall:

- (1) With the assistance of the Morale Committee, develop and administer an active program of morale activities appropriate to the ship's operating and maintenance schedules.
- (2) Act as Library Officer and oversee the operation of the library. Ensure reading material is available, current and of interest to the crew.
- (3) Serve as Morale Fund Custodian.

b. Organizational Relationships.

- (1) The Morale Officer reports to the Executive Officer for the proper functioning of morale activities and administration of the morale fund.
- (2) Librarians and assistants for other specific morale activities report to the Morale Officer.

3. Training Officer

a. Basic Function, Duties, Responsibility, and Authority. As set forth in U.S. Coast Guard Regulations, Shipboard Regulations, and Cutter Training and Qualifications Manual. The Training Officer shall assist the Training Board in planning, coordinating and evaluating training to assist in the professional development and advancement of all personnel. Shall also maintain the training records for the ship.

b. Organizational Relationships.

- (1) The Training Officer reports to the Executive Officer for the performance of assigned duties.
- (2) The Training Officer coordinates the development of the overall training program of the ship with the assistance of the Departmental Training Officers.

4. Educational Services Officer

a. Basic Function, Duties, Responsibility, and Authority. As set forth in U.S. Coast Guard Regulations and Shipboard Regulations, Training and Education Manual, DANTES Examination Program Handbook. The Educational Services Officer shall assist the Training Officer in coordinating and evaluating training to assist in the professional development and advancement of all personnel.

b. Organizational Relationships. The Educational Services Officer reports to the Executive Officer for the administration of the educational programs.

5. Postal Officer

a. Basic Function, Duties, Responsibility, and Authority. As set forth in HEALY Postal Instruction.

b. Organizational Relationships.

- (1) The Postal Officer reports to the Executive Officer regarding the administration of the ship's mail.
- (2) Postal Clerks report to the Postal Officer in the performance of their assigned postal duties.

6. Chief Master-at-Arms

a. Basic Function, Duties, Responsibilities, and Authority. The Chief Master-at-Arms (CMAA) is responsible for the enforcement of regulations, the maintenance of good order and discipline aboard the ship, and the security and welfare of prisoners. In addition shall:

- (1) Act as the Contracting Officer's Technical Representative (COTR) for the janitorial cleaning contract when in homeport, or when janitorial cleaning services are contracted for away from homeport.
- (2) Underway shall inspect all common areas identified in HEALY's cleaning bill (see chapter 3) to ensure the respective departments are maintaining the spaces.
- (3) Ensure the cleanliness of all passenger staterooms and the science library. Includes providing clean linen after each use and ensuring the staterooms are ready for the next occupants.
- (4) Ensure adequate supplies of clean linen are available and the linen locker is maintained properly.

- (5) Ensure cleanliness and sanitation inspections are periodically conducted of the crew's living spaces including lounges and the ship's library.
- (6) Assist in the processing of all newly assigned/attached personnel. Ensure each person has been assigned a stateroom and a bunk.
- (7) Supervise extra duty personnel and maintain records of all extra duties assigned and performed.
- (8) Maintain the lucky bag.
- (9) Supervise the disposal of non-hazardous trash and garbage.
- (10) Functions as the Master-at-Arms for all Captain's Mast proceedings.

c. **Organizational Relationships.** The CMAA reports to the Executive Officer, or the Officer of the Deck, as appropriate, for performance of assigned duties. When underway, the CMAA reports discrepancies in cleanliness of common areas to the department head with responsibility over the space.

7. Hazardous Materials/Waste Coordinator (HMC)

a. **Basic Function, Duties, Responsibility, and Authority.** As set forth in HEALY's Hazardous Materials/Communication Control Program instruction.

b. **Organizational Relationships.**

- (1) The Hazardous Materials Coordinator is directly responsible to the Executive Officer for the overall administration of the program.
- (2) The Hazardous Materials Coordinator reports to the Marine Science Officer regarding the daily conduct of the program.
- (3) Department Heads and Hazardous Material Petty Officers cooperate with the Hazardous Materials Coordinator and assist him/her in training and collection of information.

8. Unit Safety Supervisor

a. **Basic Function, Duties, Responsibility, and Authority.** As set forth in the Safety and Environmental Health Manual, the Unit Safety Supervisor will assist the Executive Officer in managing the unit's Safety Program and maintains a safety discrepancy file for the unit.

b. **Organizational Relationships.**

- (1) Directly responsible to the Executive Officer for the Unit Safety Program administration.
- (2) Serves as the Recorder for the Safety and Health Board.
- (3) The Respirator Program Coordinator reports to the Unit Safety Supervisor regarding the conduct of that program.
- (4) Coordinates safety and health training with the Unit Training Officer.

9. Respirator Program Coordinator

a. **Basic Function, Duties, Responsibilities, and Authority.** The Respirator Program Coordinator will coordinate and administer the unit respiratory protection program as set forth in the Respiratory Protection Program instruction.

b. **Organizational Relationships.** The Respirator Program Coordinator is directly responsible to the Unit Safety Supervisor for the overall administration of the program.

10. Gas Free Engineer (GFE)

a. **Basic Function, Duties, Responsibilities, and Authority.** Ensures spaces, compartments, voids, and tanks are gas free for habitation or work as appropriate in accordance with NSTM Chapter 074 volume 3, the Naval Engineering Manual, and the HEALY Toxic Gas Bill. Included shall be:

- (1) Test all tanks, voids or closed compartments before personnel enter them.
- (2) Insure hot work is not performed until the area has been inspected and certified safe for hot work.

- (3) Coordinate with the departments the training of all personnel in the potential hazards of entry into closed spaces and performing hot work by establishing an effective educational program.
- (4) Monitor the atmosphere in spaces where personnel are painting and where large amounts of cleaning solvents are being used.
- (5) Supervise the gas freeing of all spaces.
- (6) Take charge when the Toxic Gas Bill is set.

b. Organizational Relationships. Reports to the Engineer Officer.

- (1) The GFE functions shall normally be performed by the Damage Control Assistant.
- (2) If another officer is designated GFE, that officer reports to the Damage Control Assistant for all matters relating to gas free engineering.

11. Classified Material Control Officer (CMCO)

a. Basic Function, Duties, Responsibilities, and Authority. Maintain the classified material inventory in accordance with the Physical Security Manual. Responsible for the receipt, accounting, distribution, and destruction of all classified material received onboard, other than COMTAC Publications and Communications Security Material System (CMS).

b. Organizational Relationships. The CMCO reports to the Commanding Officer regarding content of the material and to the Security Officer for administrative matters.

12. Communications Security Material System (CMS) EKMS Local Holder

a. Basic Function, Duties, Responsibilities, and Authority. Maintain the receipt, correction, stowage, security, accounting, distribution, and destruction of all CMS/EKMS publications authorized for the cutter in accordance with the Security Manual and CMS1. The CMS Custodian shall carry out duties exactly as specified by the parent CMS/EKMS account custodian at PACAREA.

b. Organizational Relationships

- (1) The CMS/EKMS local holder reports to the Commanding Officer regarding assigned duties.
- (2) The CMS Custodian reports to the PACAREA custodian regarding functional direction and administration.
- (3) All alternate CMS/EKMS local holders report to the primary holder.

13. COMTAC Publications Library (CPL) Control Officer

a. Basic Function, Duties, Responsibilities, and Authority. The CPL Control Officer maintains the cutter's allowance of COMTAC publications and exercises control over all COMTAC publications. The CPL Control Officer shall perform his/her duties in accordance with the COMTAC Publications Index. In addition the CPL Control Officer shall bring all new publications and corrections to existing publications to the attention of the Commanding Officer, Executive Officer, and other personnel with a need to know.

b. Organizational Relationships.

- (1) The CPL Control Officer reports to the Operations Officer regarding assigned duties.
- (2) The CPL Control Officer reports to the Command Security Officer for accountability and control of COMTAC publications.

14. Top Secret Control Officer

a. Basic Function, Duties, Responsibilities, and Authority. The Top Secret Control Officer (TSCO) exercises control over the command's top secret information and material in accordance with the Information Security Program and U. S. Coast Guard Regulations.

b. Organizational Relationships. The TSCO reports to the Security Officer regarding assigned duties.

15. Public Affairs Officer

a. Basic Function, Duties, Responsibilities, and Authority. The Public Affairs Officer functions as an assistant to the Commanding Officer and the Executive Officer in carrying out the public affairs program. The Public Affairs Officer shall perform those duties of the collateral duty Public Affairs Officer listed in the Public Affairs Manual and shall:

- (1) Publicize newsworthy material of the unit's operations and prepare material for release to news media.
- (2) Prepare briefing material and information pamphlets for visitors and embarked guests.
- (3) Coordinate routes, special programs, sentries and guides for general visiting. Organize and instruct the guides. Keep records of visitors in special groups and during general visiting.
- (4) Serve as the Photographic Officer. Stock and oversee operation of the photo lab.
- (5) Coordinate use of the ship's video camera. Implement programs to document, inform and instruct using the TV video system. Ensure that video camera and associated gear are kept available and in working order.
- (6) Ensure the ship's Internet page is updated regularly.
- (7) Maintain collections of photos, slides and video for public affairs purposes.

b. Organizational Relationships.

- (1) The Public Affairs Officer reports to the Commanding Officer via the Executive Officer for the performance of public affairs duties.
- (2) Enlisted personnel (including photojournalists) assigned public affairs duties report to the Public Affairs Officer.

16. Administrative Assistant

a. Basic Function, Duties, Responsibilities, and Authority. The Administrative Assistant, if assigned, is an aide to, and may be delegated to act for, the Executive Officer in specific functions of administration and shall:

- (1) Assist the Executive Officer in the supervision, administration, and operation of the ship's office and perform the duties as assigned by the Executive Officer for the administration of the ship's business.
- (2) Maintain the master berthing assignment list.
- (3) Maintain the cutter's public SWSIII directory, the "W" drive.
- (4) Initiate administrative action where appropriate, as in the case of SOPA instructions and other administrative directives.

b. Organizational Relationships. The Administrative Assistant reports to the Executive Officer for the performance of administrative duties.

17. Collateral Duty Addiction Representative

a. Basic Function, Duties, Responsibilities, and Authority. The Collateral Duty Addiction Representative (CDAR) serves as an advisor to the command on the nature and context of drug and alcohol use and abuse in the Coast Guard, and coordinates Coast Guard policies and procedures concerning drug and alcohol education, rehabilitation, identification and enforcement. The CDAR shall carry out the duties and responsibilities contained in chapter 20 of the Personnel Manual and the Alcohol Abuse Treatment and Prevention Program. In addition, he/she shall:

- (1) Provide input to the Executive Officer for matters pertaining to drug and alcohol education.
- (2) Provide input to the Morale Committee Chairman for development of positive alternatives to drug and alcohol use.
- (3) Coordinate the health aspects of the drug and alcohol abuse program with the Medical Officer.
- (4) Provide initial screening of personnel identified as having possible alcohol abuse problems and make referrals as necessary.

b. Organizational Relationships.

- (1) The CDAR reports to the Executive Officer for the performance of his/her assigned duties.
- (2) Personnel associated with drug and alcohol abuse education, rehabilitation, identification, and enforcement collaborate and coordinate with the CDAR.

18. Diving Officer

a. Basic Function, Duties, Responsibilities, and Authority. The Diving Officer is responsible for safe diving operations. The Diving Officer shall be familiar with the requirements of the U.S. Navy Diving Manual and the U.S. Coast Guard Diving Policies and Procedures Manual. His/her duties shall include the following:

- (1) Administration of the diving program including providing for proper equipment maintenance, personnel training and diver requalification.
- (2) Overall supervision of diving operations. Ensure strict adherence to the procedures and precautions established by higher authority.
- (3) Supervise the maintenance of the diving locker and all diving equipment.
- (4) Supervise the maintenance of the diving log, and ensure that all required reports are made.

b. Organizational Relationships. The Diving Officer reports to the Commanding Officer in matters concerning safe diving operations. He/she reports to the Operations Officer concerning administration and training of personnel. He/she will keep the Operations Officer informed of technical matters concerning diving operations.

19. Movie Officer

a. Basic Function, Duties, Responsibilities, and Authority. The Movie Officer provides entertainment video motion pictures for viewing at prescribed times. In accordance with Coast Guard Participation in Naval Motion Picture Program, the Movie Officer shall:

- (1) Provide proper videocassette security and maintenance.
- (2) Maintain an onboard inventory of video movies for viewing on ship's entertainment system.
- (3) Maintain operable video display equipment.
- (4) Procure, inspect and return all recreational video movies in accordance with regulations.
- (5) Prepare and submit required reports.
- (6) Submit a schedule for exhibition of movies to the Executive Officer.

b. Organizational Relationships. The Movie Officer reports to the Executive Officer for the performance of his/her assigned duties. Video Operators report to the Movie Officer in the performance of their duties.

20. Voting Officer

a. Basic Function. The Voting Officer shall provide factual, accurate and unbiased information on how the servicemember and his/her family may vote by absentee ballot or in person. The Voting Officer shall assist in voting administration and shall encourage all hands to vote. Duties, responsibilities and authority are enumerated in the Coast Guard Personnel Manual Article 16-B.

b. Organizational Relationships. The Voting Officer reports to the Executive Officer.

21. Civil Rights Officer

a. Basic Function, Duties, Responsibilities, and Authority. The Civil Rights Officer shall promote equal opportunity and equal treatment of Coast Guard military and civilian personnel and their dependents as outlined in the Military Civil Rights Manual, the Commandant's Sexual Harassment Policy Statement, and the Commandant's Human Relations Policy Statement. In addition, the Civil Rights Officer shall:

- (1) Chair the Human Relations Council.
- (2) Act as Military Civil Rights Counselor.

b. Organizational Relationships.

- (1) The Civil Rights Officer reports to the Commanding Officer via the Executive Officer.
- (2) Members of the Human Relations Board report to the Civil Rights Officer in furtherance of human relation's goals.

22. Lay Readers (Protestant & Catholic)

a. Basic Function, Duties, Responsibilities, and Authority. As set forth in Religious Ministries Within the Coast Guard manual. In addition the Lay Readers shall:

- (1) Be volunteers and receive training from the District 13 Chaplain.
- (2) Assist other personnel in their faith by maintaining a supply of selected religious and study materials.
- (3) Provide for appropriate religious worship services and bible study groups as required by crew interest.
- (4) Not administer sacraments or ordinances except baptism "in extremis," prayers for the dying according to the form accepted by the appropriate church, or Eucharistic Services.
- (5) May lead discussions of the Scriptures, but not conduct formal preaching which is reserved for officers in the Chaplain Corps.

b. Organizational Relationships.

- (1) Lay Readers report to the Executive Officer regarding assigned duties.
- (2) Lay Readers are responsible for establishing contact with the appropriate Coast Guard Chaplain in order to obtain appropriate supplies and counsel prior to deploying.

23. Key Control Officer

a. Basic Function, Duties, Responsibilities, and Authority. To maintain accountability and effectiveness of physical security by controlling keys to ship's spaces and tracking them on a master list.

b. Organizational Relationships.

- (1) The Key Control Officer reports directly to the XO.
- (2) The department heads and CMAA hold relevant keys and the DCC coordinates contract locksmiths when needed.

24. HEALY Web Master

a. Basic Function, Duties, Responsibilities, and Authority. The web page is a dynamic, general public information media that in many cases is a person's first introduction to HEALY. As such it shall be maintained with the current information on deployments, the cutter's characteristics and schedule, cruise planning information, and FAQs.

b. Organizational Relationships. Generally the Web Master will also be the Public Affairs Officer, but it is not required. Changes and updates to HEALY's web page shall be approved by either the CO or XO prior to posting.

Section 140 - Boards and Committees

1. General Responsibilities. A board or committee is a group of persons organized under a president or senior board member to evaluate a situation, make recommendations, and advise the Commanding Officer and Executive Officer on policy and procedural matters. This is accomplished by audits, inventories, sitting as judicial bodies, and carrying out other functions as directed. Boards and committees are policy working groups and members should not normally be assigned functions requiring supervision or direction.

2. Organization. A board or committee is created when required functions cannot be performed within the duties already assigned to an individual. Boards and committees which meet periodically as needed to fulfill their role. Members for all standing boards, committees, and training teams are identified in Command Assignment List instruction. In addition to the standing boards, there are a number of audit boards whose membership will be designated by the Executive Officer on an as needed basis to perform a specific audit.

3. Reports and Format. If the reporting requirements of the board or committee are not otherwise specified, the Chairman of the board or committee should submit a report of the boards activities to the Commanding Officer via the Executive Officer. At a minimum, the report should contain summary of attendees, issues discussed and recommendations.

4. Standing Boards with membership identified in the Command Assignment List:

- a. Awards Board
 - (1) Purpose. To review and take action on award recommendations for crewmembers.
 - (2) Procedures. Each member of the board will receive a copy of an award recommendation and vote on the merits and appropriate level of award.
 - (3) Convening Dates. The board will meet on an as required basis.
 - (4) Reference. Medals and Awards Manual
- b. COMTAC Inspection Board
 - (1) Basic Function. Inspect the operation of the COMTAC publication library and the handling of COMTAC publications.
 - (2) Procedure. Conduct a physical inspection of the COMTAC publication library (CPL) to ensure that adequacy of stowage, accuracy of records and publications and compliance with existing instructions governing the CPL. A written report of the inspection will be submitted to the Commanding officer.
 - (3) Convening Dates. At least once a year and upon relief of the Publication Control Officer.
 - (4) Reference. COMTAC Publications Index.
- c. Human Relations Council
 - (1) Basic Function. The Human Relations Council will be conducted in accordance with the guidelines in the Military Civil Rights Manual and applicable Commandant and Area directives.
 - (2) Procedure. This council shall hold regular meetings, which shall be open to attendance by all personnel. Minutes from the meeting shall be kept and published. The duties of the council shall include but not be limited to:
 - (a) Discussion of grievances that cut across division lines.
 - (b) Actively work to identify and eliminate conditions, which may be detrimental to good interpersonal relations.
 - (c) Assist the command by ensuring human relations policies and programs are widely disseminated and known at all levels.
 - (d) Advise the command on the effectiveness of the command's human relation's program and possible methods of enhancing its effectiveness.
 - (e) Promote training on human relations and civil rights.
 - (3) Convening Dates. Quarterly while in port and monthly while underway. The board may also convene at any member's request upon approval from the Executive Officer.
 - (4) References.
 - (a) Military (Coast Guard) Civil Rights Manual.
 - (b) The Commandant's Human Relations Policy Statement.
- d. Morale Committee
 - (1) Basic Function. An advisory group to make plans and recommendations for programs or events relating to the welfare and morale of the ship's company. These programs include but are not limited to movies, hobbies, contests, games, happy hours, ship's parties, use of gym, and athletic events. Special committees may be formed at any time to assist in the conduct of scheduled programs.
 - (2) Procedure. The committee is tasked with the job of communicating the ideas, desires and attitudes of the crew and working out a realistic program. Morale Committee recommendations will be forwarded to the Executive Officer and Commanding Officer for approval.
 - (3) Convening Dates. The Morale Committee shall meet at the discretion of the chairman and at least monthly, and at any other time as may be directed by higher authority.
 - (4) Reference. CG Morale, Welfare and Recreation Manual.
- e. Training Board
 - (1) Basic Function. Developing the ship's training program with the ultimate goal of producing well trained and qualified personnel both as individuals and team members.
 - (2) Procedure. The board shall:
 - (a) Propose policies, methods and procedures for executing the ship's training program.
 - (b) Consider immediate and long-range objectives for ship's training.

- (c) Integrate exercises and drill requirements of the several departments into the ship's operating schedule.
- (d) Recommend changes concerning records, reports, and other control procedures.
- (e) Coordinate departmental training activities.
- (f) Continuously evaluate the results of the ship's training programs.
- (3) Convening Dates. When directed by the Executive Officer, usually not less than quarterly.
- (4) Reference. Cutter Training and Qualification Manual.

f. Safety Board

- (1) Basic Function. An advisory body to the command to further the principles of safety. The Safety Board shall serve as the permanent Mishap Board.
- (2) Procedure. Planning and coordinating unit activities to fulfill safety program requirements as set forth in the Safety and Environmental Health Manual. In general the committee will:
 - (a) Review unit administration to assess procedural and equipment related hazards. This includes but is not limited to reviewing medical logs, injury reports, safety-related casualty reports, inspection reports, mishap reports and hazardous condition notices which have been generated since the last meeting.
 - (b) Review safety alerts to identify unit hazards that could effect the safety and health of unit personnel and equipment. Review wellness bulletins for their potential application to the unit Wellness Program.
 - (c) Review safety and wellness suggestions submitted by crewmembers. Periodically assess process by which crew suggestions are submitted to ensure suggestions are encouraged and promptly reach the committee's attention.
 - (d) Coordinate abatement actions to eliminate identified hazards or reduce their associated risk to an acceptable level, as determined by the Commanding Officer with concurrence from higher authority. The following abatement actions are listed in the order to be taken:
 - (i) Submit proposed ShipAlts or CSMPs.
 - (ii) Provide personal protective equipment.
 - (iii) Modify unit directives and/or standard operating procedures.
 - (iv) Provide special safety training.
 - (e) Track abatement actions through completion.
 - (f) Coordinate preparation of quarterly Safety and Wellness Training plans, and periodic safety inspections, safety standdowns, and wellness activities. Safety standdowns will be planned to occur before major evolutions or shifts in operations.
 - (g) Identify and recommend priority and funding level of safety and wellness related purchases.
 - (h) Periodically review and update unit Pre-mishap Plans. Coordinate an annual validation of unit safety checklists for critical shipboard tasks.
 - (i) Address health and sanitation issues.
 - (j) Report the completion rate of the following Safety Program elements:
 - (i) Yearly safety compliance inspections.
 - (ii) Yearly required safety training.
 - (ii) Ongoing hazard abatement plans.
 - (k) Minutes of the meeting will be prepared for Commanding Officer review. After command review, the original will be retained for three years and copies conspicuously posted on unit bulletin boards. A copy will also be provided to the servicing MLC.
- (3) Reference. Safety and Environmental Health Manual.

g. Training Teams

- (1) Basic Function.
 - (a) To develop individual teams to the point where the cutter acts as a team.
 - (b) To achieve a level of operational readiness which will enable the cutter to safely and effectively meet all mission requirements.
- (2) The following on board training teams shall be utilized:
 - (a) Damage Control Training Team (DCTT)
 - (b) Engineering Training Team (ETT)
 - (c) Deck and Operations Training Team (DOTT)

(3) Procedure.

- (a) Organize, plan, pre-brief, observe, evaluate and critique training exercises.
- (b) Develop and revise training exercise evaluation sheets.
- (c) Act as PQS qualifiers.

h. Budget Board. The Department Heads shall also serve as the cutter's Budget Board.

5. Audit boards whose membership will be designated by the Executive Officer on an as needed basis:

a. Morale Fund Audit Board.

- (1) Basic Function. Audit all morale fund activities.
- (2) Membership. At least one disinterested commissioned or warrant officer.
- (3) Procedure. Follow the procedures and reporting requirements in the reference.
- (4) Convening Dates. Once every six months and upon relief of the custodian.
- (5) Reference. CG Morale, Welfare and Recreation Manual.

b. Exchange Audit Board.

- (1) Basic Function. Review the administration, operation, and accounting process and audit fund activities.
- (2) Membership. At least one disinterested commissioned or warrant officer.
- (3) Procedure. Follow the procedures and use the checklists outlined in enclosure (14) to the reference.
- (4) Convening Dates. At least annually.
- (5) Reference. Non-Appropriated Fund Activities Manual.

c. Cashier Audit Board

- (1) Basic Function. Determine that the Cashier has maintained integrity of official funds entrusted to him/her.
- (2) Membership. Two disinterested Commissioned or Warrant Officers. Whenever possible, the persons appointed should have background or experience in the field of accounting or disbursing. Board members may be selected from another Coast Guard unit in close proximity if necessary to obtain qualified persons.
- (3) Procedure. Detailed audit procedures are contained in the Department of Transportation Order 2770.7, Imprest Fund Manual and Certifying and Disbursing Manual. The verifying officers will report their findings in writing to the Commanding Officer immediately upon completion of verification of both official funds and safekeeping deposits.
- (4) Convening Dates. The Audit Board shall verify the integrity of funds entrusted to the Cashier at least once each calendar quarter or more frequently if deemed necessary. The board shall convene at unannounced and irregular intervals (usually other than the last day of the month).
- (5) References.
 - (a) Certifying Disbursing Manual.
 - (b) Imprest Fund Manual, DOT Order 2770.7

d. Commissary Inventory Verification Board.

- (1) Basic Function. Verify the accuracy of the physical inventory of commissary subsistence supplies.
- (2) Membership. A minimum of one disinterested commissioned or warrant officer.
- (3) Procedure. The board shall:
 - (a) Physically inventory the subsistence supplies (foodstuffs) of the general mess.
 - (b) Confirm the unit prices and total money value of the inventory.
 - (c) Compare the inventory value with the control records and determine correctness.
 - (d) Certify the correctness by signing the Provision Inventory Report (CG-4261).
- (4) Convening Dates. This board shall convene once each fiscal year. In no instance shall more than 12 months elapse between verifications.
- (5) Reference. Comptrollers Manual, Volume IV.

e. Controlled Substance Inventory Board.

- (1) Basic Function. Inventory the stores of narcotics; schedule II, III, IV, and V drugs; alcohol and other drugs or materials classified as "Q" or "R" items.
- (2) Membership. Board members shall be appointed in letter by the Commanding Officer and shall consist of two or more disinterested officers or senior Petty Officers (E6 or above). In no case will the Custodian be a member of the Inventory Board.
- (3) Procedure. Make a physical inventory of the stores and an audit of the records pertaining to these stores as outlined in the Medical Manual.
- (4) Convening Dates. Once a month or more frequently if necessary under the direction of the senior member.
- (5) Reference. Medical Manual.

CHAPTER 2 - WATCH ORGANIZATION

SECTION 200 - GENERAL

1. The following Coast Guard directives and HEALY Instructions provide general and specific guidance on watch qualifications and watch standing guidance. All members shall be familiar with the guidance and requirements contained within these directives and instructions.

- Coast Guard Regulations Manual, COMDTINST M50003 (series)
- Shipboard Regulations Manual, COMDTINST M5000.7 (series)
- Standing Orders For The Officer of the Deck, HEALYINST 1603.1 (series)
- HEALY Inport Duty Section Qualification Requirements, HEALYINST 3502.1 (series)
- HEALY Underway Watch Qualification Requirements, HEALYINST 3502.2 (series)
- USCGC HEALY (WAGB-20) Navigation Standards, HEALYINST 3530.1 (series)
- Engineering Department Standing Orders, HEALYINST 9000.1 (series)

2. Importance of the Watch

a. Personnel assigned to watch keeping duties are entrusted with the safety of the ship, the machinery and the personnel embarked. All personnel should be fully qualified in accordance with HEALY's inport and underway qualification requirements for their designated watches. Knowing one's designated responsibilities, maintaining situational awareness, teamwork, proper use of risk assessment are essential to the efficient and safe operation of the ship. Confusion or conflict among watch personnel concerning responsibilities or authority could result in collision, grounding, loss of the ship, or loss of life. In many naval disasters personnel were held at fault for failing to take proper action, either because they were not aware of their duties and responsibilities or did not think they had the authority to act. In other cases, serious damage or loss of life have been averted by the timely action of watchstanders, working together as a coordinated team.

b. The proper organization, performance, and assigned duties of a ship's watch organization is of equal importance to the emergency organization, whether underway, at anchor or inport. Great care must be taken in establishing and maintaining the watch organization, to ensure personnel understand their functions, responsibilities, authority, organizational relationships and their ship.

3. Length of Watch. A watch normally lasts 4 hours, although special circumstances may dictate watches of different lengths. Adverse environmental conditions at a watch station and human factors (i.e. workload and fatigue) are of primary concern when determining watch rotation.

4. Deck and Engineering Logs. Referenced directives and instructions contain general guidance for maintaining the Deck Log, Navigation Data Sheet, and Engineering Logs. The Engineering Department Standing Orders provides specific guidance for engineering logs and the Standing Orders for The Officer of the Deck provides guidance for deck logs. All smooth logs shall be maintained electronically.

SECTION 210 - UNDERWAY

1. The duties, responsibilities, and authority of underway watchstanders can be found within the referenced directives and instructions. All personnel should be familiar with these, but especially with the Standing Orders For The Officers of the Deck and the Engineering Department Standing Orders where more detailed, HEALY specific guidance is contained.

2. The open ocean underway watch organization shall consist of:

a. Bridge – An OOD and a Bridge Watchstander during daylight hours, at night a JOOD shall be added. Additional personnel may be required to assist the OOD as operational circumstances dictate.

- b. Engineering – An EOW shall maintain the watch in the Engineering Control Center (ECC) and be assisted by the Technician of the Watch (TOW).

SECTION 220 - INPORT

1. The duties, responsibilities, and authority of inport watchstanders can be found within the referenced directives and instructions. All personnel should be familiar these, but particularly with the Standing Orders For The Officers of the Deck and the Engineering Department Standing Orders where more detailed, HEALY specific guidance is contained.
2. HEALY will employ a minimum inport watch of seven people including the OOD and EOW. Duty sections will be comprised of first-class petty officers and below, with the exception of duty cooks who will stand a rotation of two days on/two days off. Mess cooks will stand overnight duty within their assigned sections, but they will not normally be assigned a watch on their duty days while mess cooking. Chief petty officers and above will stand duty as OOD or EOW with the exception of the Commanding Officer, Executive Officer, Engineer Officer, and Operations Officer. Those individuals advancing from PO1 to CPO will be afforded the opportunity to qualify and stand the same watches as their peers when practical.
3. Two inport watchstations will be maintained:
 - a. A live quarterdeck watch will be maintained at the quarterdeck between 0600 and 1800 daily, unless otherwise directed by the OOD. The quarterdeck watchstander will monitor personnel arriving and departing, assist visitors, monitor the installed alarm panel, and answer outside phone calls not channeled through an automated attendant/voice mail system. The automated quarterdeck gate shall be used to control entry into the cutter when the quarterdeck is not manned.
 - b. An inport security watch will be maintained 24 hours per day. The watchstander will monitor ship systems in ECC, making periodic rounds of engineering and other spaces. Outside phone calls will be forwarded to ECC between 1800 and 0600. During these hours, the brow will be gated and a security access system will control access to the ship. A camera will allow the brow to be monitored from ECC.
4. All members of each duty section will qualify to stand both the quarterdeck watch and the security watch. PQS and JQR were developed to provide realistic, practical, and thorough qualifications for these watch responsibilities. For example, the security watchstander will be able to acknowledge MPCMS alarms, investigate fire and flooding alarms, and take initial action to extinguish fires or contain damage.
5. The senior petty officer in each of the five duty sections will assign watches and emergency billets. This individual will also have shared responsibilities for the qualification of all personnel within the section, in both DCPQS and watchstation JQR.

CHAPTER 3 - UNIT BILLS

SECTION 300 - GENERAL

1. Policy. A unit bill sets forth policy for assigning personnel to duties or stations for executing specific evolutions or accomplishing certain functions.
2. General information. The bills in this chapter provide standardization and guidance for administrative, operational, and emergency bills. The bills listed in this chapter are not all inclusive. Other bills may be developed to meet the cutter's specific requirements.
3. Assignments in Unit Bills. It is important to recognize the effect on the bills caused by changes in watch assignments and personnel rotation. There is a close relationship between watch duties and bill assignments. Assignment to duty in a bill is indicated in the Watch, Quarter, and Station Bill (WQSB).
4. Watch, Quarter, and Station Bill (WQSB). The WQSB is a composite of a limited number of the ship's bills, providing the assignments of personnel to duties and stations specified within each of the respective bills. The WQSB's primary purpose is to inform personnel of their assignments in the unit bills. The First Lieutenant maintains the WQSB and it is approved by the Executive Officer. The bills covered by the WQSB are: General Emergency, Special Sea Detail, Flight Quarters, Man Overboard, and Abandon Ship. Assignment of personnel to the other bills will be handled on a case by case basis as circumstances and availability of personnel dictate.
 - a. Format. The WQSB is arranged by row and column. The top row of the WQSB lists all the unit bills horizontally from left to right. Under each bill the assigned station or duty is listed. The far left column lists each billet number vertically. Parallel to each billet number the coinciding personnel are listed by their rank/rate, first initial, and last name.
 - b. Procedures. The WQSB is posted on the main deck near the ship's office and can be found on the SWSIII W-drive in the Deck folder under Operations.

SECTION 310 ADMINISTRATIVE BILLS

1. Personnel Assignments Bill

- a. Purpose. To provide a policy for the assignment or reassignment of officers and enlisted personnel to billets within departments and divisions of the cutter.
- b. Responsibility. The Executive Officer is responsible for this bill which will be kept current by the senior Yeoman.
- c. Information. The Personnel Allowance List (PAL) contains the ranks and rates required for peacetime operation of the cutter. "Complement" comprises the personnel required for operating and fighting under wartime conditions; personnel allowance denotes the personnel required for peacetime operations. All bills in this manual are based on personnel allowance.
- d. Procedures and Assignments.
 - (1) Department Heads shall:
 - (a) Assign officers to watches within the department in accordance with the watch organization policies.
 - (b) Assign enlisted personnel to division or specific duties within the departmental organization.
 - (c) Review personnel requirements and initiate recommendations to the Executive Officer for revision of personnel allowances.
 - (d) Keep the Executive Officer informed as to mission-degrading shortages of personnel.
- e. All transfers of officers within the ship's organization are subject to the approval of the Commanding Officer and shall be reported to the Executive Officer for purpose of record and administration.

f. Transfers of enlisted personnel between departments are subject to the approval of the Executive Officer. All transfers of enlisted personnel between divisions of a department are subject to the approval of the head of department. In all instances, transfers of enlisted personnel shall be reported to the Executive Officer for purpose of record and administration.

g. Messcook duties shall be assigned to non-rated Deck and Engineering Department personnel. Underway there shall be 3 messcooks; Deck Division will provide 2 personnel and Engineering Department will provide 1 person. Inport there shall only be 2 messcooks assigned with Deck Division and Engineering equitably sharing the responsibility. No person shall be assigned to two consecutive tours of messcook duty.

2. Berthing and Locker Bill

- a. Purpose. To establish uniform policies for assignment of berthing, locker and lounge facilities to personnel.
- b. Responsibility. The Executive Officer is responsible for maintaining the Berthing and Locker Bill.
- c. Information. As a general policy, all E-6 and below will be assigned to staterooms on the O-1 deck, all Chief Petty Officers on the O-3 deck, and all Officers on the O-3 and O-4 decks. Use of the designated science staterooms on the O-2, O-3, and O-4 decks may be used for crew berthing when adequate berthing is not elsewhere available.

d. Procedures and Assignments.

(1) The Executive Officer shall exercise control of berthing assignments through the Administrative Assistant and the CMAA. The only designated stateroom assignments by position shall be the Commanding Officer, Executive Officer, Operations Officer, and Engineer Officer who have designated staterooms on the O-4 deck. All other assignments shall follow the general guidelines in this bill.

(2) The Chief Master at Arms shall:

- (a) Assume custody of bedding and temporary berthing not assigned and belonging to absent personnel.
- (b) Inspect for proper stowage of lockers and cleanliness.
- (c) Report to the Medical Officer evidence of insect or rodent infestations in staterooms.

(3) The following general policies in matters of berthing are to be observed.

- (a) Changes in berthing assignments shall be made only as authorized by the Executive Officer.
- (b) Luggage of officers shall be stowed in the officer's seabag locker on the 04 deck. The luggage of Chief Petty Officer's shall be stowed in the CPO sea bag locker on the 03 deck. The luggage of enlisted personnel shall be stowed in the crews sea bag locker on the 01 deck.
- (c) No crew member shall be moved from his/her stateroom to accommodate another officer or guest except as directed by the Executive Officer.
- (d) No person shall enter a stateroom to which he or she is not assigned without the permission of assigned personnel, the Executive Officer, or his/her assigned representative.

e. Facilities Available. Stateroom accommodations are shown in the following table.

• Officer/Chiefs	31 racks in the Cabin, 4 single staterooms, and 13 double staterooms.
• Scientist	35 racks in Senior Scientist stateroom and 17 double staterooms.
• Enlisted	54 racks in three 4-person staterooms and seven 6-person staterooms.
• Surge	19 surge racks.
• Visitor	2 visitor racks in one 2-person stateroom.

3. Cleaning, Preservation, and Maintenance Bill

- Ref: (a) Shipboard Regulations Manual COMDTINST M5000.7 (series)
(b) Coatings and Color Manual COMDTINST M10360.3 (series)

a. Purpose. To establish policies for the assignment of personnel to duties involving maintenance, preservation, and cleanliness of the exterior and interior of the cutter, hull fittings, machinery and equipment.

b. Responsibility. The Executive Officer is responsible for maintaining this bill.

c. Information. General procedures for cleaning and preservation are contained in this bill. Detailed assignments by Division Officers of personnel to hull cleaning and preservation duties should be made on the basis of the division responsibilities outlined in this bill.

d. Procedures and Assignments.

(1) The Executive Officer shall:

- (a) Coordinate departments in matters of cleanliness, preservation, and ensure that duties assigned do not overlap, or leave areas in the ship for which no department is responsible.
- (b) Conduct material, sanitary and safety inspections as needed to ensure the material condition and cleanliness of the cutter is maintained.
- (c) Coordinate scientific and civilian personnel assignment to staterooms and their responsibilities in cleanliness of such compartments.

(2) Department Heads shall:

- (a) Assign personnel to cleaning and maintenance duties in their departmental spaces and the common areas assigned to their departments.
- (b) Require that a high state of cleanliness, material preservation, and good order are maintained in the department's cognizant spaces.

(3) The First Lieutenant shall:

- (a) Supervise the topside cleaners in maintaining the exterior of the ship except for those parts of the exterior assigned to other departments.
- (b) Control the issue of paints, primers, and brushes to all departments.
- (c) Maintain life rafts and boats.

(4) The Chief Master-at-Arms shall be directly responsible to the Executive Officer for cleanliness of all living, berthing, recreational and sanitary spaces. In the case of Officer's quarters and CPO quarters, the CMAA will accept guidance from the Executive Officer and the leading CPO on board.

(5) All ships personnel will be responsible for cleaning their own staterooms and heads. The senior person in each stateroom is responsible for the overall cleanliness of the stateroom and head. The CMAA shall ensure the staterooms not assigned to personnel are kept clean.

(6) Passengers will be required to clean their own staterooms.

(7) General procedures.

(a) In port, cleaning of interior common spaces will be done by the cleaning contract that is in place. Periodically the crew may be needed to supplement the cleaning performed under the cleaning contract. This shall be done per the Departmental common area cleaning assignments for underway.

(b) Underway cleaning responsibilities of all common spaces will be done IAW with the following chart:

AREA TO BE CLEANED	DEPT RESP
Officer's Lounge (04-47-1-L)	Officers
Chief's Lounge (03-50-1-L)	Chiefs
Science staterooms and linen, various	CMAA

0-3 deck passageway and vestibules (03-35-2-L, 03-42-5-L, 03-50-6-L)	Engineering
0-1 deck passageway and vestibules (01-33-0-L)	Engineering
Ship's Library (01-33-0-L)	Engineering
Crew's Lounge (01-42-0-L)	Engineering
Main deck passageway frames 63 to 80 (1-63-4-L, 1-63-3-L)	Engineering
Main deck passageway frames 80 to 105 (1-80-4-L)	Engineering
Starboard stairtower, 2 nd deck to 0-5 deck (2-43-1-T)	Engineering
Head, ECC watchstanders	Engineering
CO's cabin (04-33-0-l)	Operations
0-4 deck passageway and vestibules (04-38-0-L)	Operations
0-2 deck passageway and vestibules (02-35-0-L)	Operations
Science Library (02-33-0-L)	Operations
0-1 deck passageway aft of ECC, frames 117-135 (01-117-4-L) and head	Operations
Main dk passageway frames 105 to 117 (1-105-4-L)	Operations
Port stairtower, 2 nd deck to 0-5 deck (2-43-2-T)	Operations
Head, bridge watchstanders	Operations
Head, 0-2 deck athwartship's passageway	Operations
Head, main deck aft by main lab	Operations
Main deck passageway frames 21-33 (1-21-2-L)	Support
Main deck passageway frames 48 to 63 (1-48-0-L)	Support
Messdeck (1-33-0-Q)	Support
Gym (2-33-0-L)	Support
Laundry (2-33-3-Q)	Support
2 nd deck passageway outside laundry (2-33-1-L)	Support
Head, main deck forward near post office	Support

- (c) Cleaning gear will be issued through GSK to personnel for the cleaning gear lockers on each deck.
- (d) Deck swabs shall be thoroughly cleaned before being stowed in racks located on the fantail. Cleaning gear and swabs shall not be stowed near switchboards or other electrical apparatus. Blower intakes and exhausts shall not be used for drying or stowing purposes.
- (e) All paint pots and brushes shall be returned to the paint locker at the end of working hours daily. Paint shall be stored in sealed containers. Brushes shall be thoroughly cleaned after use.
- (f) Spillage of paints, grease, or oils shall be cleaned by the department responsible for such spillage.
- (g) All marinite bulkheads are designed for cleaning with damp cloths or sponges only; they are not to be painted or cleaned with abrasives.

4. Formation and Parade Bill

Ref: (a) U.S. Coast Guard Regulations COMDTINST M5000.3 (series).

- a. Purpose. To provide policy for functions requiring departmental formations.
- b. Responsibility. The Executive Officer is responsible for maintaining the Formation and Parade Bill.
- c. Information. Quarters/muster shall be held in accordance with this bill unless modified by the Executive Officer due to operational considerations. Special formations or parades shall be planned as required following the guidelines in the Coast Guard Regulations.
- d. Procedures and Assignments.
 - (1) All hands will fall in by departments, facing inboard, with officers in the front in rank order.
 - (a) The Support Department will form up aft.
 - (b) The Operations Department will form up starboard forward.
 - (c) The Engineering Department will form up port forward.

- (d) The Aviation Department (when attached) will form up forward of Engineering Department on the port side.
- (2) Department heads will take report from their division officers and pass report to the Executive Officer. The Executive Officer will pass report to the Captain, if present.
- (3) The Executive Officer will dismiss the crew via department heads.
- (4) Formation will be held according to the weather:
 - (a) For fair weather parade, quarters shall be held on the flight deck.
 - (b) For foul weather parade, quarters shall be held in the Mess Deck with Engineering Department on the starboard side, Operations and Support Departments on the port side. When the AVDET is present they will muster on the starboard side with Engineering Department.
- (5) Personnel inspection shall be held in the same manner as quarters.
- (6) Manning the rail and procedures for entering or leaving port shall be in accordance with Chapter 14, part 5 of the Coast Guard Regulations.

5. General Visiting Bill

- a. Purpose. To specify procedures and restrictions necessary for the control of visitors and to ensure physical security of the ship, integrity of classified information, reasonable privacy of the ship's personnel, and safety of the visitors.
- b. Responsibility. The Executive Officer is responsible for the overall arrangements for receiving visitors and directing augmentation or deviations from the procedures of this bill.
- c. Information. When general visiting is permitted, officers and crew shall, consistent with OPSEC guidelines and security considerations, make every effort to provide visitors with general information regarding their unit and the Coast Guard. Unofficial visitors shall not be allowed to view classified areas, nor shall classified information be discussed. Procedures for official visits are discussed in applicable security directives.
- d. Procedures and Assignments.

(1) Definitions

- (a) General visiting. General visiting refers to specific occasions when the ship conducts an "open house" and hosts the general public.
- (b) Casual visiting. Casual visiting refers to visits on board by individuals or specific groups, as differentiated from the general public.
- (c) Personal guests. Personal guests are individual visitors hosted by a member of the ship's company.
- (d) Visit Clearance. A visit clearance is a statement or other identification that attests to or certifies a visitor's security clearance and nature of the visit. (See Coast Guard Physical Security Manual, COMDTINST M5500.11 series).

(2) Off Limits Areas

- (a) All spaces (radio, medical, supply office, ship's office, armory, and post office), which are designated Limited Areas in accordance with the Coast Guard Physical Security Manual, are off-limits to visitors except business visitors who have work in these spaces.
- (b) Crew's berthing areas and associated passageways are off limits to visitors except business visitors who have work in the area, or a personal guest when accompanied by their host.
- (c) Engineering spaces may be visited with prior approval of the Engineer Officer or the EOW.

(3) General Visiting Procedures and Responsibilities

- (a) The Executive Officer shall develop a plan for each occasion of general visiting. This will normally include the visiting hours, routes, special programs, guides, and so forth. The Department Heads shall provide support as directed.
- (b) The Public Affairs Officer shall ensure that an appropriate "Welcome Aboard" pamphlet, approved by the Commanding Officer, is available in suitable quantity for distribution to each visitor, organize and instruct the guides, and coordinate other matters with appropriate personnel, including routes, special programs and sentries.
- (c) All Hands shall make every effort to entertain visitors with such general information in regard to the ship and the Coast Guard as can be imparted to them without disclosing matters of a classified or for official use only (FOUO) nature. It must be remembered that no visitor may be allowed to view any classified area, nor may any information of a classified or FOUO nature be discussed with visitors.

(4) Casual Visiting

- (a) Casual visitors and personal guests are permitted during general visiting hours and non-working hours until 2200. Permission of the Executive Officer or OOD is required for visitors during the working day or after 2200.
- (b) The behavior of guests is the responsibility of the host.
- (c) All foreign nationals and any U.S. citizen representing a foreign government or business must have the authorization of the Commanding Officer to visit. Requests shall be submitted on a Special Request chit. These visitors must sign in with name and address on the Quarterdeck.
- (d) Guests may be entertained in messing and lounge areas.

(5) Business Visits

- (a) The Commanding Officer shall review and grant appropriate requests for entry to restricted areas by personnel who do not have a visit clearance.
- (b) The Operations Officer shall ensure compliance with the Coast Guard Security Manual, COMDTINST M5500.11 (series) regarding visitors to restricted areas.
- (c) Department Heads shall assign a sponsor to any work group coming aboard the ship for work in spaces under their control, or for work on equipment under their cognizance in another Department's space. The sponsor will normally be the job inspector for the work at hand.
- (d) All hands shall be alert for unescorted workers located out of their work space and shall escort them to their destination. Workers shall not be permitted to wander unescorted through spaces other than their work spaces.

6. **Orientation Bill.** See Unit Check-In and Check-Out Procedures, HEALYINST 3502.3 (series)

7. **Security Watch Bill.** See Chapter Two of this manual for security watch requirements.

8. **Zone Material Inspection Bill.** Periodic zone material inspections will be scheduled by the Executive Officer as required to ensure the safety and cleanliness of the cutter. Inspection assignments shall be made ahead of time and the resulting inspection discrepancies forwarded to the Executive Officer who shall make a report to the Commanding Officer. Periodic updates shall be provided on the status of corrections to all zone material inspections.

SECTION 320 - OPERATIONAL BILLS

1. Anchor Bill

- Ref:
- (a) FXP-4 Ship Exercises.
 - (b) Knight's Modern Seamanship.
 - (c) Naval Shiphandling, Crenshaw.
 - (d) NSTM Chapter 581, Anchoring

- a. Purpose. To establish policies for assigning personnel to stations and duties when anchoring or weighing anchor.
- b. Responsibility. The First Lieutenant is responsible for this bill.
- c. Information. The anchor bill supplements the special sea detail and will normally be set as part of the special sea detail.

- d. **Procedures and Assignments.** Personnel assignments will be in accordance with the Watch Quarter and Station Bill, or as designated by the First Lieutenant. The bridge and forecandle during anchoring and weighing anchor shall follow standard commands and procedures.

Anchoring Commands and Procedures

ANCHORING

These commands provide a standard phraseology to follow that will help ensure all personnel involved clearly understand the process.

BRIDGE COMMANDS ARE BOLD FACE PRINT

FORECASTLE RESPONSES/COMMANDS ARE SHADED PRINT.

1. Bridge will pass over the 1MC:

"SET THE ANCHOR DETAIL"

Ensure both PORT and STBD CHS systems energized, all stations are manned, all personnel have been checked for safety gear, the DC has tested windlasses, and wildcat has been disengaged. Make both anchors ready for letting go.

When complete, the forecastle Rig Captain will report:

ANCHOR DETAIL SET AND READY FOR LETTING GO.

2. Bridge passes anchoring information:

**"WE WILL ANCHOR IN XX FEET OF WATER TO A (TYPE BOTTOM),
USING THE (PORT/STBD) ANCHOR WITH SHOTS OF CHAIN (ON
DECK/TO WATERS EDGE)."**

Forecastle Rig Captain will relay information to anchor detail.

3. Bridge passes distances to anchorage:

" YARDS TO ANCHORAGE."

Forecastle Rig Captain will relay information to anchor detail.

4. Bridge passes distance and orders forecastle to standby.

"100 YARDS TO ANCHORAGE, TRIP THE PELICAN HOOD AND STANDBY."

Rig Captain will pass to Anchor Detail:

100 YARDS TO ANCHORAGE, TRIP THE PELICAN HOOD AND STANDBY.

release mousing on the pelican hook bale pin and pull pin, trip hook and pull out of way.

5. Bridge will order backing bell and order forecastle to release anchor.

"LET GO THE PORT/STBD ANCHOR."

Rig Captain orders release of brake and controls speed of chain with the brake. Payout chain to correct number of shots on deck/at waters edge. Set the brake and report:

[REDACTED]

Bridge sounds police whistle, shifts lights and colors after initial rush of anchor chain stops

Forecastle report how chain tends:

[REDACTED]

If additional chain is to be payed out:

[REDACTED]

Release brake slowly until chain is in correct position

Report:

[REDACTED]

When a steady heavy strain is observed:

[REDACTED]

6. Bridge orders to:

"PASS THE STOPPER, MAKE THE ANCHOR READY FOR RIDING."

Rig Captain orders to pass the stopper and reports when complete:

[REDACTED]

7. Bridge passes to:

"SECURE THE ANCHOR DETAIL, SET THE ANCHOR WATCH."

WEIGHING ANCHOR

1. Bridge will pass over the IMC:

"SET THE ANCHOR DETAIL"

Ensure CHS is on line and anchor wash system is on and running

After stations manned, safety gear checked, WILDCAT ENGAGED, report:

[REDACTED]

2. Bridge will order:

"HEAVE AROUND TO SHORT STAY."

Forecast Rig Captain will order to begin heaving around on anchor chain continuing to report:

"CHAIN LINES ARE ALL ON CLOCK WITH HAWSE LINES TIGHT."

When anchor chain left out equals depth of water, avast heaving around and report:

"ANCHOR IS AT SHORT STAY. REPORTS FROM ALL PORT/STBD ANCHOR."

3. Bridge will order to:

"BREAK FREE THE PORT/STBD ANCHOR."

SHIFT COLORS

Forecastle will resume heaving around and when chain swings "up and down" report:

"UP AND DOWN REPORT."

Continue to heave around on the anchor until anchor is in sight and report:

"ANCHOR IS IN SIGHT. REPORTS FROM ALL PORT/STBD ANCHOR. REPORTS FROM ALL PORT/STBD ANCHOR."

Avast heaving around when anchor is at waters edge. Clean anchor as necessary.

4. When anchor is clean, Rig Captain will ask the bridge:

"REQUEST PERMISSION TO HAWSE THE ANCHOR."

"PERMISSION GRANTED/HAWSE THE ANCHOR."

Forecastle will heave around until anchor is hawsed, will set the brake and then set the pelican hook, disengage the wildcat and then report:

"ANCHOR IS HAWSED AND SET. REPORTS FROM ALL PORT/STBD ANCHOR."

5. When ready to secure from anchor detail, the Bridge will pass:

"SECURE THE ANCHOR FOR SEA. SET THE AT SEA WATCH."

The forecastle will make anchor ready for sea by securing the hawse pipe and chain pipe covers, secure the hammer and wrench, stow all loose gear, then report:

"ANCHOR IS READY FOR SEA. REPORTS FROM ALL PORT/STBD ANCHOR."

2. Anti-Sneak/Anti-Swimmer Attack Bill

a. Purpose and Discussion. An anti-sneak/anti-swimmer attack watch will be stationed at the discretion of the Commanding Officer when sneak attack is probable or when directed by higher authority. When moored or anchored in foreign or hostile waters, ships are vulnerable to attack by swimmers and small boats. The ship will be organized with personnel and defensive measures to try and minimize the potential for attack

b. Procedures and Assignments. Due to the many unknowns and the need to have the cutter's response fit the circumstances, assignment of personnel to specific duties based upon their billet is not realistic and therefore this bill is not included in the WQSB. Responsibility for defending the ship against attack will be assigned at the time it is determined to be needed with the Operations Officer having responsibility to implement this bill. The level of response and what assignments are made will depend on the general security of the mooring/anchorage, the availability of resources/assistance from other sources, and the level of training by ship's personnel in the use of small arms.

(1) Arms, Ammunition and Equipment. Small arms and ammunition shall be issued from the armory if deemed necessary by the Commanding Officer. All armed patrols and sentries will be qualified on the weapon they are issued, which will be verified by the Weapons Officer. The rules of engagement and rules for use of deadly force will be published and strictly adhered to. A log book shall be maintained in the ship's armory with the serial number of the weapon, amount of ammunition issued, and the corresponding name and rate of the member receiving these items. On preparing to relieve the watch, the relief will first report to his station and ascertain the weapon's serial number and the amount of ammunition present. He/she will then report to the armory and sign for the weapon and ammunition at the station. The relief will then report back to the station and relieve the watch. If the relief discovers a discrepancy he will decline to relieve the watch and report the problem to the armory. When the watch is secured, all weapons, ammunition and equipment will be returned to appropriate distribution points. Hand held radios will be kept on station on the forecandle, fantail, bridge, and signal bridge.

(2) Sentries, Phone Talkers and Roving Patrols. Each topside sentry/roving patrol will be issued a whistle, a flashlight, and a radio. The number and routes of the sentries will be determined at the time this bill is implemented based upon circumstances.

(3) Communication. Internal communications shall be maintained with the sentry stations and the Quarterdeck/controlling station utilizing hand held radios. The controlling station is any location designated by the CO/OOD used for the collection and evaluation of sentry reports.

(4) Lights. Precautionary lighting measures will vary with visibility, weather and the tactical situation. On bright moonlight nights, the best defense is to keep the ship entirely darkened. With poor visibility, or when it is impossible to completely darken the ship, the water adjacent to the ship may be brightly illuminated with reflector lights on or below the main deck.

(5) A picket boat may be deployed as directed by the CO/OOD. The boat shall patrol the waters surrounding the ship in a random manner unless otherwise directed. Particular attention shall be made of the areas surrounding the anchor chain and the ship's screws and rudder. Boat crew personnel shall be armed if deemed appropriate by the Commanding Officer. Contact with the ship shall be maintained by radio and/or signals.

3. **Civil Disaster Bill.** In providing civil disaster relief, expect to deal with demoralized, hysterical, or apathetic survivors who may be temporarily incapable of intelligent cohesive action on their own behalf. Mass destruction of homes, other buildings, widespread fires, and complete absence of all forms of public utilities should be anticipated; planning must take these factors into account. The security of the unit shall be the paramount consideration when dispatching a civil disaster detail. The assignment of personnel to a civil disaster detail will be determined at the time it occurs based upon the availability of personnel.

4. Cold Weather Bill

Ref: (a) Naval Arctic Manual (ATP 17A).
(b) Naval Arctic Operations Handbook.
(c) Cold Weather Handbook (Navships 250-533-7).
(d) Naval Engineering Manual, COMDTINST M9000.6 (series).
(e) NSTM Chapter 077 Personnel Protection.

a. Purpose. To set forth procedures to prepare the cutter for cold weather operations.

b. Responsibility. The First Lieutenant and the Engineer Officer are responsible for this bill.

c. Information. A variety of preparations and procedures may be required for cold weather operations. Preparations necessarily depend upon the mission, area of operations, and the time available. The items contained herein are therefore very general and they serve only as a guide and need to be amended as appropriate for specific circumstances. The nature of this bill also makes it unrealistic to assign jobs by billet number so this bill is not included in the WQSB.

d. Procedures and Assignments.

- (1) The Operations Officer shall:
 - (a) Ensure that all navigation instruments are overhauled and cold tested for fogging.
 - (b) Obtain all necessary charts, publications and aerological consumables.
 - (c) Train all OOD's and QM's in ice observation techniques and reporting, icebreaking procedures, and topside icing indications.
- (2) The First Lieutenant shall:
 - (a) Ensure that all cranes, davits, rigging, ground tackle, boats and towing gear are in good operating condition. Slush down all running wire rigging with suitable low temperature grease. Consult NAVSHIPS Technical Manual, Chapters 17 and 18.
 - (b) Provide ice mooring gear such as ice anchors and deadmen if needed.
 - (c) Ensure that cold weather outfit allowance is filled. Obtain necessary miscellaneous gear including items such as ice axes, ice saws and deicing gear.
 - (d) Ensure the special protective clothing allowance is filled to provide each person a complete set of extreme cold weather gear.
 - (e) Ensure that salt is available to make exposed decks safe for passage.
 - (f) Inspect topside daily, or more frequently if necessary, to observe and correct safety hazards caused by ice accumulation.
- (3) The Engineer Officer shall:
 - (a) Take appropriate steps for the winterization of machinery and boats.
 - (b) Train the engineering force for sea chest icing management.
 - (c) Winterize electronic gear.
 - (d) Secure and drain weather deck fireplugs and mains prior to encountering freezing temperatures.
 - (e) Operate the ship's ventilation system in the winter mode with a slight positive pressure to avoid drafts and conserve heat.
 - (f) Ensure that the ship is topped off to the maximum extent possible with diesel fuel, aviation fuel and lube oil prior to entering the ice.
 - (g) Ensure that the sanitary system is monitored to prevent freezing.
- (4) The Support Officer shall:
 - (a) Ensure that all department requisitions for materials needed during cold weather operations are processed promptly.
 - (b) Provide sufficient commissary stores for the length of the voyage taking into account the need for increased caloric count in cold regions and possible wintering over which might increase the voyage to a total of 14 months.
- (5) The Medical Officer shall:
 - (a) Monitor all matters that have a direct or indirect bearing on the health and physical efficiency of the crew, including:
 1. The adequacy of protective clothing furnished for the operation.
 2. The control of ventilation and humidity within the ship.
 3. The adequacy of heating facilities.
 - (b) Ascertain that provisions are made for frequent relief of topside watchstanders and boat crews and that these personnel are provided with hot liquids when required.
 - (c) Thoroughly indoctrinate ship's personnel concerning the physical and psychological hazards of cold weather operations.
- (6) The Executive Officer shall, prior to entering cold weather conditions, ensure all hands are instructed in the safety precautions necessitated by cold weather conditions, including the following as circumstances require:

- (a) Frostbite, occurrence and treatment.
 - (b) Snow blindness.
 - (c) Whiteouts.
 - (d) Employment of proper equipment and clothing.
 - (e) Ice weaknesses and breakups.
 - (f) Arctic and Antarctic Survival.
 - (g) Specific hazards unique to the operating area, i.e., crevasses, slides, etc.
- (7) The Officer of the Deck shall:
- (a) Ensure that all personnel topside wear sufficient clothing and that personnel exposed to weather are rotated inside periodically. Sunglasses must be worn when in high glare areas such as pack ice.
 - (b) Under the direction of the Commanding Officer, maneuver the ship in such manner as to prevent accumulation of spray ice on decks and superstructure. Topside icing can seriously affect ship's stability characteristics and necessitate the rigging of additional lifelines and use of sand on slippery decks.

5. Darken Ship Bill

- a. The First Lieutenant is responsible for maintaining this bill. The following procedures shall be observed when the darken ship bill is set:
- The smoking lamp is out during darken ship.
 - No white lights shall be turned on or otherwise displayed which are visible from outside the ship.
 - Weather deck access shall be via doors and hatches equipped with either light locks or cutout switches. All precautions necessary to prevent showing any light shall be taken.
 - Navigation lights may be extinguished only by the order of the commanding officer.
- b. Table 3-1 at the end of this chapter gives locations for securing topside deck lighting.

6. Diving Bill

- Ref: (a) U. S. Navy Diving Manual Volume 1
 (b) U. S. Coast Guard Diving Policies and Procedures Manual, COMDTINST 10350.1

- a. Purpose. To outline the manning requirements and procedures associated with diving operations on board HEALY.
- b. Responsibility. The Diving Bill is the responsibility of the Diving Officer.
- c. Information.
- (1) Diver Proficiency: Diving requires special physical, mental, and professional abilities. To maintain these abilities for an extended period of time, practice dives, training, and physical training must be held on a continual basis. Special circumstances and operations may result in the Diving Officer requesting special arrangements in work schedules and watch plans in order to meet operational needs associated with diving.
 - (2) Flexibility of Operations: Diving operations in the Coast Guard require special innovation due to limited resources and equipment. This bill is general in nature, and may require tailoring to meet specific objectives of a particular diving mission. The Diving Officer will consult all concerned parties in the event of such changes.
- d. Procedures/Assignments. Dive planning and routine operations will be carried out in accordance with references (a) and (b). The following additional guidelines apply:
- (1) Dive Locker Preventative Maintenance System (PMS) Program: One diver will be appointed the PMS petty officer, responsible to the Diving Officer to schedule and complete required maintenance on all diving equipment. Maintenance of issued gear is the responsibility of the diver to whom the gear was issued.

- (2) **Diving Reporting Requirements:** One diver, normally the Diving Officer, will maintain both a written smooth log and an electronic log of all dives conducted. Diving Reporting System (DRS) records must be sent to the Naval Safety Center electronically or via floppy disk. A quarterly report of diving operations is required to be sent to Commandant (G-OCU).
- (3) **Dive Plans:** For dives staged from HEALY, a written diving plan is optional. However, the Commanding Officer must be aware of the dive's mission, the evacuation plan in the event of an emergency, and any other circumstances that incur additional risk. Dives staged from another unit, or in support of another unit require complete understanding of the requirements and hazards associated with diving operations in general and the mission at hand. This understanding is achieved through a written dive plan incorporated into a Coast Guard letter. This letter will include a basic tag-out checklist, evacuation plan, and mission outline.
- (4) **Dive Station Qualification:** PQS for Divers, Standby Divers, Non-Diving Tenders, and Diving Supervisors is included in reference (b).
- (5) **Dive Station Manning:** Minimum manning requirements for dive stations are specified in reference (a). Four qualified divers can fill all required stations, but additional personnel on the side will be asked to assist if the diving supervisor directs.
- (6) **Billet Structure:** HEALY is billeted for one Ship Salvage Diving Officer (SSDO) and five SCUBA divers. Operations may be conducted with not fewer than one SSDO and three SCUBA divers, provided that one SCUBA diver has qualified as a Diving Supervisor.
- (7) **Training:** Initial diver training is conducted at the Naval Diving and Salvage Training Center in Panama City, Florida. Candidates will request training via their chain of command and meet all requirements specified by the Coast Guard Diving Policies and Procedures Manual.
- (8) **Equipment and Budget:** Diving operations are funded with unit operating funds. Normally, diving equipment and maintenance will be supported using funds budgeted for the Operations Department. Open circuit SCUBA, Mark 20 AGA, and gear supporting diving operations in both temperate and Polar Regions must be maintained.
- (9) **Watchstander Responsibilities:** The Engineer of the Watch (EOW) is responsible for completing tag-outs in accordance with reference (a). The Diving Supervisor will check tags prior to commencing diving operations. The Officer of the Deck/Day (OOD) must inform the Diving Supervisor of any circumstances that could present danger to divers, and if applicable, alert vessels in the vicinity that diving operations are in progress.

7. Dry-docking Bill

Ref: (a) Naval Engineering Manual, COMDTINST M9000.6 (series).

- (b) Ships Information Books
- (c) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series).
- (d) Shipboard Regulations Manual, COMDTINST M5000.7 (series).
- (e) Maintenance and Logistics Command SOP.
- (f) NSTM Chapter 997 Docking Instructions and Routine Work in Drydock

- a. **Purpose.** To specify procedures and assign responsibilities and duties necessary to prepare the ship for entering/departing a drydock and to establish required services for the ship while in drydock.
- b. **Responsibility.** The Engineer Officer is responsible for the maintenance and execution of this bill.
- c. **Information.** The responsibilities set forth in the references govern the scope of this bill.
- d. **Procedures and Assignments: Prior to Entering Drydock.**

- (1) The Commanding Officer, as specified in reference (a) is responsible not only for the vessel, but also serves as inspector for all work done on it.

- (2) The Executive Officer is responsible for coordinating the various departments and ensuring that proper docking procedure is followed. Pre-docking and pre-undocking briefs shall be held to ensure all necessary personnel assignments are made.
- (3) The Officer of the Deck will set the special sea detail. He/she will ensure that all departments are ready and that no underwater obstructions or projections exist that are not known by the docking officer.
- (4) The First Lieutenant shall station line handlers for entering the dock, and ensure they understand the procedures used in that particular dock.
- (5) The Engineer Officer will ensure that all main engines and pumps are secured and the ship is ready, with shore ties broken, to enter the drydock and will furnish auxiliary or emergency power during docking and undocking. A record shall be maintained of the location of weights and the soundings of all tanks just prior to entering drydock to document liquid loading.
- (6) An Underwater Body Hull Inspection Board shall be convened to inspect the underwater body as soon as the dock is dewatered. Membership shall be determined at the time of drydocking.

8. Heavy Weather Bill

- Ref: (a) Heavy Weather Guide (U.S. Naval Institute).
 (b) Shipboard Regulations Manual COMDTINST M5000.7 (series).

- a. Purpose. To provide procedures when at anchor, moored or underway and in the path of heavy weather.
- b. Responsibility. The First Lieutenant, under the supervision of the Executive Officer, is responsible for maintaining this bill. The Commanding Officer will decide when to execute the provisions of this bill.
- c. Information. The heavy weather bill will be placed in effect during periods of actual or expected storms or heavy seas. To be effective, steps contained in this bill must be taken before heavy weather sets in. Personnel should execute the measures of this bill as soon as warning is received. Because of the nature of this bill, personnel assignments will be made as circumstances best dictate and not based on billet. The heavy weather bill is therefore not included in the WQSB.
- d. Procedures and Assignments. When heavy weather is forecast the following steps shall be taken when:

(1) Underway

- (a) The Officer of the Deck shall notify the Commanding Officer, Executive Officer and Department Heads, and take the following actions:
 1. Inform all hands to "Set the Heavy Weather Bill" over the IMC.
 2. Ensure material condition YOKE is set and maintained.
 - a. Secure ZEBRA vents on the foc'sle.
 - b. Secure air castle water tight doors.
 - c. Set material condition ZEBRA through out the ship or on selected fittings as necessary.
 3. Rig life lines and secure all missile hazards on the bridge (e. g. coffee mess).
 4. Instruct the Deck Force to two-block the crane cables, tighten boat gripes, place additional chain gripes on the LCVP cradle, strike the ship's bell below, and make a round about the decks ensuring all cargo, equipment, and loose gear is secured for sea.
 5. When helicopters are aboard, set a dedicated hangar watch when the ship's rolls regularly exceed 25 degrees.
 6. Conn the ship, with the guidance of the Commanding Officer and the Navigator, with the least interruption of mission objectives consistent with prudent seamanship.
- (b) The Engineer Officer of the Watch shall consult with the Engineer Officer and Damage Control Assistant and ensure the ship has the maximum righting moment possible by minimizing free surface effect in tanks and bilges, ballasting as necessary. All the service tanks shall be filled.
- (c) Department Heads shall personally inspect their spaces ensuring they are secure for sea, that the specified material condition is set and maintained, and notify the OOD.

- (d) Upon receiving reports from the Department Heads, the OOD will notify the Commanding Officer and the Executive Officer that the ship is secure for sea and of any discrepancies.
- (2) Anchored. Underway preparations apply. In addition, the following shall be accomplished:
 - (a) A dedicated anchor watch shall be set with direct communications to the OOD on the bridge via sound-powered phones or a hand held radio.
 - (b) All boats shall return to the ship to be hoisted aboard and secured for sea. The LCVF shall be moored ashore if the ship is rolling or if the ship must get underway quickly and such a shoreside facility exists.
 - (c) The anchors will be made ready for veering, for letting go, or for heaving around as directed by the Commanding Officer.
 - (d) At least one engine shall be placed in immediate standby.
 - (e) The OOD shall ensure, with assistance from the Department Heads or their representatives that the ship is ready to get underway.
 - (f) The officers and crew shall be recalled if the ship must get underway.
 - (g) The OOD, in the absence of the Commanding Officer, Executive Officer, and the Operations Officer, shall get the ship underway if necessary to ensure its safety.
- (3) Inport. The OOD shall notify the Commanding Officer, Executive Officer, and Engineer Officer, and accomplish the following:
 - (a) Set material condition YOKE throughout the ship, securing all non-essential fittings topside.
 - (b) Ensure there is an even strain on the mooring lines; triple lines and rig fenders as needed. Set a watch to monitor the strain on the lines.
 - (c) Ensure ship's boats are safely moored or hoisted aboard and secured for sea.
 - (d) Shift the electric load to ship's power.
 - (e) Take in the brow and shore ties if necessary.
 - (f) Bring the engines up to immediate standby if in a material condition to do so.

9. Helicopter Operations Bill. See HEALY Helicopter Operations Bill, HEALYINST 3710.1 (series)

10. Mooring Bill

Ref: (a) Naval Shiphandling (Crenshaw)

- (b) Watch Officer's Guide
- (c) FXP-4 Ship Exercises.
- (d) Coast Guard Shipboard Regulations, COMDTINST M5000.7 (series)
- (e) Expanded Junior Officer Shiphandling Opportunities, COMDTINST M1520.22 (series)
- (f) Cutter Navigation Standards and Procedures, COMDTINST M3530.2 (series)
- (g) Tugs, Towboats and Towing (Cornell Maritime Press)
- (h) Shiphandling for the mariner (Cornell Maritime Press)
- (i) NSTM Chapter 582 Mooring and Towing

a. Purpose. To establish personnel assignments for mooring or getting underway.

b. Responsibility. The First Lieutenant is responsible for maintaining this bill.

c. Procedures and Assignments.

(1) Heads of departments shall assign qualified personnel to ship and engine control stations in accordance with the provisions of the Special Sea Detail Bill.

(2) The OOD shall:

- (a) Call away mooring stations as directed.
- (b) Ensure the Special Sea Detail Bill has been set. Ensure the ship is ready for mooring to or getting underway from the pier.
- (c) Supervise the procedures outlined in the Special Sea Detail Bill.

(3) If the use of tugs is anticipated, consideration should be given to requesting a pilot if the cutter has not used tugs recently or if especially difficult conditions exist.

(4) The Conning Officer shall make the approach to the pier under the supervision of the Commanding Officer, the Operations Officer, or the Navigator. Once all lines are over, control will be shifted to the First Lieutenant for final placement and securing of all lines.

11. Pollution Prevention and Response Bill. See Oil Spill/HAZMAT Release Contingency Plan, HEALYINST 16480.1

12. Rescue and Assistance Bill

- Ref: (a) Naval Engineering Manual, COMDTINST M9000.6 (series).
(b) FXP 4 Ships Exercises.
(c) Surface Ship Survivability, NWP 62-1 (series).
(d) Atlantic/Pacific Area Instructions.
(e) Cutter Training and Qualification Manual, COMDTINST M3502.4 (series).
(f) NAVEDTRA 43119-2, Personnel Qualification Standard for Basic Damage Control.
(g) NAVEDTRA 43119-3, Personnel Qualification Standard for Advanced Damage Control Emergency Parties.
(h) NSTM Chapter 077 Personnel Protection.
(i) U.S. Coast Guard Regulations COMDTINST M5000.3 (series).

a. Purpose. An important duty of the cutter is to provide aid to other units in distress when able. Rescue and Assistance can occur when the ship is underway or in port. In port, the duty sections or not manned to support Rescue and Assistance. The Commanding Officer or OOD shall determine the number of personnel and equipment based on the needs of the distressed unit.

b. Underway Procedures.

(1) This is not a general emergency type bill. Normally, sufficient time will be available to plan and organize necessary rescue and assistance procedures so specific billet assignments for the rescue and assistance bill are not included in the WQSB. Therefore when a case develops, the CO, XO, EO, DCA, OPS, First Lieutenant and other appropriate personnel will meet to assess the situation and develop strategy. Once the Rescue and Assistance team has been dispatched, the DCA will normally maintain radio communications with the scene leader from the bridge. The degree of assistance provided will depend upon the circumstances. The DCA will coordinate the evolution on the ship with regard to assembling the rescue and assistance team and their equipment. Since Repair II is the ship's primary repair locker, all equipment to be sent with the rescue and assistance team will be provided out of Repair III. If portable pumps are required, the CGP1 pumps are the primary pumps to use. If a larger capacity is needed, or a firefighting capability from the small boat is required, the P-250 pumps shall be used. No more than half of the ship's complement of P-250 pumps shall be deployed in a rescue and assistance without the Commanding Officer's permission.

(2) Sequence of Events.

- (a) Assistance request received.
 - The OOD takes the report, determines the position of the case and directs the vessel to the scene.
 - Key personnel confer and develop action plan.
 - The R&A team is mustered, gear is collected and inspected by the DCA, pumps are tested.
 - The First Lieutenant is notified and the small boat is prepared.
 - The away team is dressed appropriately.
 - Damage control and medical equipment is staged near the boat to be used.
- (b) Ship arrives on scene.
 - Damage control equipment is placed in the boat as directed by the DCA.
 - The boat crew and rescue and assistance team are briefed by DCA, the First Lieutenant and locker leader.
 - The small boat is launched.
- (c) Small boat arrives on scene.
 - Scene leader carries out actions as required to provide aid.
 - Guidelines for various types of casualties are listed in the following section on Casualty Guidelines.
- (d) Small boat is recovered.

- The Medical Division, CMAA, and FSO arrange for survivors messing/berthing.
- The Medical Division arranges for the care of the injured while awaiting transfer to shore facility.

c. Import Procedures. The import duty sections are not sized to provide a rescue and assistance capability. The OOD shall assess the situation, the personnel available and their skills, then make a determination about the extent of assistance that can be provided. If needed, the OOD may assemble all personnel onboard the cutter both in the duty section and in a liberty status to form a personnel pool to draw from. Any equipment that may be used shall come from Repair III only.

13. On-Scene Commander and Search (Osc-S) Bill

Ref: (a) National Search and Rescue Manual Vol. I, COMDTINST M16120.5 (series).

(b) National Search and Rescue Manual Vol. II, COMDTINST M16120.6 (series).

a. Purpose. To assign personnel and provide an adequate organization to conduct On-Scene Command and search and rescue operations:

b. Responsibility. The Operations Officer is responsible for executing this bill.

c. Information.

(1) This bill augments the regular underway watch. While it is primarily designed to cover OSC duties, it is readily adaptable to search operations. When the ship is a search unit only, the Commanding Officer may modify assignments as appropriate.

(2) All supervisory personnel shall be familiar with detailed procedures in the National SAR Manual (COMDTINST M16120.5 & 6) and appropriate area and district SAR plans.

(3) All hands must be prepared for a rapid transition from OSC or search duties to either a ditching situation, a rescue and assistance situation or flight quarters.

(4) Department Heads and Division Officers shall assure that personnel are assigned and properly trained in accordance with this bill.

(5) The Officer of the Deck will order necessary personnel to take stations when directed by the Commanding Officer.

(6) When this bill is placed into effect, the normal watch may be augmented with any or all of the following:

- (a) An OSC watch officer shall be assigned to handle OSC and search duties.
- (b) Additional lookouts shall be placed on the foc'sle, the flying bridge, aloft conn, and on the flight deck, as weather and sea conditions permit. The lookouts must be thoroughly briefed as to the object of the search.
- (c) Additional watchstanders may be assigned to operate radars and status boards as necessary.
- (d) Additional Telecommunications Specialists may be assigned to radio central to assist with communications.

d. Procedures and Assignments.

(1) The Operations Officer will supervise overall search operations and act as an OSC watch officer as required.

(2) The Officer of the Deck shall:

- (a) Brief lookouts and members of the watch as to the object of search.
- (b) Have equipment ready for rescue.
- (c) Keep informed of the execution of the search or the status of on scene operations if OSC.
- (d) Keep OSC informed of changes in on scene search conditions.

(3) The Executive Officer shall:

- (a) Ensure coordination of all departments to achieve objective.
- (b) Serve as an OCS watch officer as required.

- (4) The Information Technology Officer shall:
 - (a) Coordinate on-scene communications.
 - (b) Recommend guard assignments of certain frequencies to other units should the volume of traffic so dictate.
 - (c) Ensure that the Telecommunications Specialist-in-Charge acts as communication supervisor and assigns additional watchstanders as required.
 - (d) Divide the frequency guard between secure radio and the bridge in such a manner as to leave bridge personnel free to carry out their duties.
- (5) SITREPS shall be submitted in accordance with paragraph 510 of the National SAR Manual, Vol II.

14. Self Defense Force Bill

- Ref: (a) Small Arms Manual, COMDTINST M8730.11 (series).
(b) Maritime Law enforcement Manual, COMDTINST M16247.1 (series).
(c) NSTM Chapter 077 Personnel Protection.
(d) Shipboard Regulations Manual COMDTINST M5000.7 (series).
- a. Purpose. To establish the organization and responsibilities for the self defense force.
 - b. Responsibilities. The First Lieutenant is responsible for maintaining this bill and will receive assistance, as required, from the unit Security Officer.
 - c. Information.
 - (1) The purpose of the force is to provide a surge capability for reacting to emergency security situations aboard ship and at pier side to protect the ship, its sensitive equipment, and the ship's personnel. The alert status of the ship will be determined by the Commanding Officer or higher authority as dictated by the situation and potential threat. The self-defense force may be deployed while underway, at anchor or moored.
 - (2) Self-defense force personnel must be mature, reliable individuals, qualified in the use of small arms, and knowledgeable of interior guard and riot control procedures. The self-defense force shall be organized and sized as required by specific circumstances.
 - d. Procedure and Assignments.
 - (1) The self-defense force shall be selected, briefed, armed and deployed as directed by the Commanding Officer. All force members will review weapons safety procedures and use of force policy.
 - (2) The First Lieutenant shall act as overall supervisor of the self-defense force. The senior member of the force on duty will report to the OOD.
 - (3) It should be noted that there are many ways to protect the ship and personnel without the use of armed force. The OOD shall take early action to control situations as they arise. Some of these actions could be: controlling the arrival and departure of ship's personnel, securing the quarterdeck gate, lifting the brow, initiating topside patrols; or keeping unauthorized personnel clear of the ship or pier with the use of barricades or fire hoses.
 - (4) The assistance of local Law Enforcement agencies should also be considered. If in a foreign port the assistance of the host government should be coordinated through the local U.S. Embassy or Consulate. If it becomes apparent that adequate protection cannot be provided while moored, it may be necessary to get underway.

15. Special Sea Detail Bill

- Ref: (a) Knights Modern Seamanship.
(b) FXP-4 Ship Exercises.
(c) Naval Shiphandling, (Crenshaw).
(d) Cutter Navigation Standards and Procedures, COMDTINST 3530.2 (series).

- (e) NSTM Chapter 582 Mooring and Towing.
- (f) NSTM Chapter 077 Personnel Protection.
- (g) Commanding Officer's Standing Orders

a. Purpose. To establish policies when the ship is in restricted waters and to make preparations for getting underway or returning to port.

b. Responsibility. The Operations Officer is responsible for maintaining this bill.

c. Information. The special sea detail supplements the regular underway watch, and in some instances, the special sea detail will relieve the regular watch.

d. Procedures and Assignments.

(1) Heads of departments shall:

- (a) Assign qualified personnel to all ship and engine control stations in accordance with this bill.
- (b) Initiate preparations for getting underway or for entering restricted waters and make reports to the Officer of the Deck.
- (c) A report of "Ready to get underway" shall mean that the department is secured for sea and that all navigational and ship or engine control equipment under the responsibility of the department is ready to function and that all personnel are accounted for.
- (d) A report of "Ready to enter restricted waters" shall mean that a department is ready in all respects to enter restricted waters.
- (e) If for any reason doubt exists concerning a department's ability to get underway or to enter restricted waters, the Officer of the Deck shall be notified immediately.

(2) The Officer of the Deck shall:

- (a) Set the special sea detail in a timely manner.
- (b) Supervise the procedures outlined in the bill. He/she shall ensure off-duty personnel do not obstruct watchstanders while navigating in tight quarters, maneuvering near the dock, or anchoring, and at such other times as he may consider desirable. He/she shall direct unassigned personnel to fall in at mooring station parade when required.

(3) The Navigator shall ensure that the two gyros used in navigating the ship are started at least 72 hours prior to getting underway. After the master gyro has steadied, an azimuth or terrestrial compass check shall be taken and all repeaters shall be checked for synchronization with the master.

- (a) The Navigator shall be responsible for maintaining a navigation plot, either electronically or on a paper chart. Fixes and DR positions shall be plotted in accordance with the Commanding Officer's Standing Orders.
- (b) The Navigator shall assist the conning officer with assessing the ship's position and evaluating the adequacy of navigation methods.
- (c) The shipping plot detail shall plot all surface contacts, and inform the conn of course, speed and CPA of relevant vessel traffic. All visual sightings and sounds shall be reported by the lookouts to the shipping plot. All turns should be checked with the surface plotter to ensure the heading is clear of shipping and does not adversely affect the CPA of any contact.
- (d) The anchor detail shall man the forecastle stations required for letting go or weighing anchor. Hand-held radios may be used as primary communications.
- (e) The mooring detail shall supplement the bridge watch and man deck stations required for mooring. The mooring detail will be manned when the word is passed "Set the mooring detail." Hand-held radios will be used as primary communications.

16. Towing Bill

- Ref: (a) Knight's Modern Seamanship.
- (b) Naval Shiphandling CRENSHAW.
- (c) U.S. Navy Towing Manual Vol. I & II.
- (d) ATP I VOLUME 1.

- (e) NWP 14 (series).
- (f) NSTM Chapter 582 Mooring and Towing.
- (g) NSTM Chapter 077 Personnel Protection.

a. Purpose. To provide an organization which will enable the ship to effectively execute towing evolutions.

b. Responsibility. The First Lieutenant is responsible for this bill.

c. Information.

(1) The information provided in the towing bill is of a general nature and applies in most instances. Deviation from these procedures may be required under certain circumstances. Special assignments will be required while making up the tow. After the towing operation is underway, normal watch sections will be supplemented by a towing watch.

(2) Appropriate portions of the special sea detail will be used for towing operations. Communications between the forecastle or fantail and the bridge is critical, using the 1JV circuit and hand held radios. This is especially critical when taking the vessel in tow and breaking the tow. A towing watch will be maintained so the OOD can be kept informed of towing conditions and so the tow can be quickly cast off when so ordered. When HEALY is being towed, the watch will be prepared to veer or heave in anchor chain as ordered by the OOD.

(3) The circumstances under which this ship may tow or be towed are varied. In view of this, it is important officers and deck petty officers be well indoctrinated in this important phase of seamanship. Knight's "Modern Seamanship" is the best readily available source of reference for towing. In addition to the usual towing techniques, the "Manual of Ice Seamanship" (H. O. 551) and "Polar Operations" by McDonald may be helpful when towing in ice.

(4) HEALY is limited in her towing capabilities by the configuration of the fantail (A-frame and other interferences).

(5) Cold weather operations are a major consideration. Adverse weather will require deviations from normal operations. The best towline to use in polar regions is nylon or dacron. In icy and heavy weather conditions, additional safety lines must be rigged on deck. When operating in polar regions, exposure clothing must be issued and personnel must be closely monitored.

d. Procedures and Assignments.

(1) The First Lieutenant shall:

- (a) Organize and train the Deck Department, and make preparations for towing evolutions.
- (b) Maintain required towing equipment.
- (c) Be in charge of the fantail in towing or the forecastle if being towed.
- (d) Provide a towing brief prior to the operation for all key personnel. Cognizant personnel from the vessel to be towed should attend the brief or be briefed by radio.
- (e) Ensure all boats, ladders, lines, etc. are rigged in and secured.
- (f) Once the towing rig is ready on station inspect all equipment, tools and personnel. The First Lieutenant will be accompanied by the rig captain and deck safety supervisor during the inspection.
- (g) Ensure the ready boat is manned and the crew briefed.
- (h) Post and brief a man overboard/life buoy watch.

(2) The rig captain shall:

- (a) Conduct a safety brief to all deck personnel. The following topics will be discussed:
 - 1. Line handling safety
 - 2. Line handling commands
 - 3. Emergency breakaway procedures.
 - 4. Conduct of personnel on deck
- (b) Inspect all personnel for proper dress, including:
 - 1. Hardhat/with chinstrap in place
 - 2. Steel towed shoes
 - 3. Gloves

- 4. Lifejacket
- 5. Knife

(3) The Engineer Officer shall make suitable qualified personnel available to the First Lieutenant for specialized duties and for the operation of equipment under the cognizance of the engineering department.

(4) The OOD shall ensure word is passed for all non-essential personnel to stand clear of 02, 01, & main deck.

(5) The exact procedure for the approach and establishing the tow must depend on the prevailing sea and weather conditions, and on the rate of drift between the ships.

(6) When possible, communications via radio telephone should always be established with the vessel to be towed. Radio telephone talkers must understand the importance of verbal communication to persons in distress. If the disabled vessel has no radio, passing a radio should be considered

(7) Preparation of towing gear.

(a) The towing hawser is faked down on the fantail, with each bight stopped off. The eye splice end of the hawser is led through the A-frame then aft through the stern chock (stern chock is oval, 10" high X 29" across), if used.

(b) The graduated messenger should include 50 fathoms of three inch line, 50 fathoms of 2" and approximately 50 fathoms of 1" nylon line to pass between the ships. Both graduated messengers are then faked down on the fantail. The three inch messenger should be secured to the eyesplice end of the hawser (hawser is equipped with a sampson ny-lite thimble 14" across at its widest point).

(c) An outboard messenger made of 3/4" line shall run the length of the ship both port and starboard. It shall be stopped off to the lifelines with marline to prevent it from becoming fouled.

(8) List of required equipment on station.

- (a) Hardhats for all deck personnel.
- (b) Towing hawser.
- (c) Chopping block.
- (d) Backstay wire.
- (e) Towing thimble.
- (f) Axe.
- (g) Hatchet.
- (h) Detachable link tool kit.
- (i) Graduated messenger, 2 ea.
- (j) Outboard messenger, 2 ea.
- (k) Chafing gear (canvas, old line, grease).
- (l) Line throwing gun, 2 ea.
- (m) Heaving line, 6 ea.
- (n) Bolo, 2 ea.
- (o) Sound powered phones and hand held radios.
- (p) Assorted safety shackles.
- (q) Seizing wire.
- (r) Signal paddles.
- (s) Tattletales.
- (t) Marlin.
- (u) Toolbox with assorted hand tools.
- (v) Large pipe wrenches, 4 ea.
- (w) Marlinspikes, 2 ea.
- (x) Portable cutting outfit.

(9) Establishing the tow.

(a) Using a line throwing gun, heaving lines, or bolo, as appropriate, the messengers are passed to the tow. The tow secures the hawser to its anchor chain or deck bits as appropriate. When the line throwing gun is used, the firing vessel will announce via 1MC or bull horn to the receiving vessel: "Stand by for shot lines, all hands topside take cover". The receiving ship will make the same announcement. Prior to firing, the gunner will sound one blast on a

police type whistle. The receiving ship shall answer, when ready, with two blasts on the police whistle, before the gunner can fire. This procedure must be followed by each gunner, before each shot.

(b) The hawser is slowly paid out, cutting stops to release each bight, as the ship moves ahead of the tow.

(c) The tow veers out anchor chain to provide weight to the catenary. Once the hawser is out, the towing ship again moves slowly ahead until the hawser begins to tend aft instead of up and down. The tow will begin to move ahead until a state of equilibrium is reached. The towline catenary must be maintained in such a manner as to keep the two vessels in step.

(10) The possibility of a man overboard is always present. In the event of a man overboard during the towing operation, the Commanding Officer/OOD will have to take into account the relationship and maneuvering ability of the vessels.

(a) If possible the ready boat will be launched. Towing procedures may be interrupted or suspended.

(b) The vessel being towed should assist if possible.

(c) When helicopters are embarked, they may be used.

(11) Preparation for being towed.

(a) The anchors are to be unshackled and stopped off with the chain stoppers well in advance. Then a safety shackle of appropriate size is secured to the bitter end of the chain to be used.

(b) The towing hawser is received on board through the bull nose (ship's bullnose is 14" in diameter), and shackled to the anchor chain. Cheater lines should be rigged in advance, to facilitate bringing the messenger and tow lines through the bull nose.

(c) Approximately 4 shots (60 fathoms) of chain should be veered to provide the necessary catenary in the towing hawser.

(d) When the ships are in step and at the desired distance, the towing strain may be transferred from the wildcat to the towing padeye by means of a chain stopper.

(12) Casting off must be accomplished only when both ships are ready and the signal is given by the ship receiving the hawser. Generally, if the tow is using the anchor chain, it will cast off the tow after heaving in the chain and disconnecting the hawser. The towing vessel will stop its engines until the hawser and messenger are no longer in danger of fouling the screws.

(13) The towing watch is set prior to securing the towing detail and is maintained continuously during towing operations, using the 1JV circuit or handheld radio. This watch must be vigilant in order to insure that proper chafing gear is employed and that towing is proceeding in a safe manner. Axes, cutting torches, and unshackling kits must be readily available in the event that an emergency breakaway is ordered.

(14) Because the need for an emergency breakaway may occur at any time while conducting towing operations, preparations for an emergency breakaway must begin with the first line passed. As lines are received they should be faked down and kept clear for running. Basically, an emergency breakaway is an accelerated standard breakaway precipitated by one of the following:

(a) An engineering casualty, such as loss of power, loss of steering or other such mishaps.

(b) The rig becomes fouled.

(c) A crewmember is lost overboard and cannot be recovered by boat or helo.

(15) Slipping the tow can also accomplish the desired separation rapidly. However, it should only be used as a last resort and never with the hawser under tension. If a tow is slipped, the bitter end should be made off to a bouy with adequate line attached.

(16) Due to personnel transfers specific billet assignments cannot ensure proficiency of personnel. Therefore assignments will be based upon qualifications and abilities to cover the following assignments:

(a) Safety Observer

(b) Rig Captain

(c) SLTG

(d) Axe man, 1 EA

(e) SPP Talker, 1 EA

(f) Bouy Watch, 2 EA

(g) Bolo, 2 EA

- (h) Heaving Line, 6 EA
- (i) Riggers/Linehandlers, 6 EA
- (j) Capstan
- (k) Paddleman
- (l) Boat Cox'n
- (m) Boat Engineer
- (n) Boat Seaman
- (o) Boat Lowering Supervisor
- (p) Grapple (2 EA)
- (q) SPP Boat deck, Foc'sle

TOWING SAFETY BRIEF OUTLINE

(1) LINE HANDLING SAFETY

- A. Handle all lines hand over hand
- B. Do not handle lines closer than 4' from the bitt
- C. Do not step in the bight of a line
- D. Do not straddle a line
- E. Do not get between the towline and the starboard bulwark
- F. Let go of a running line
- G. No skylarking, PAY ATTENTION!
- H. Maintain quiet on the decks, no unnecessary chatter

(2) CLOTHING

- A. Hardhats with chinstraps
- B. Steel toed shoes
- C. Gloves (for wire rope and chain only)
- D. Lifejacket
- E. Knife
- F. Remove rings, bracelets, lanyards, watches, etc

- (3) Review procedures with emphasis on safety, casting off, and emergency breakaway.

17. Law Enforcement Bill

Ref: (a) COMDT ltr 3501 dtd 26 May 93, Required Operational Capability (ROC) and Projected Operational Environment (POE) for Polar Class Icebreakers

- a. Maritime law enforcement is not designated as a polar icebreaker mission in reference (a) and a standard LE Bill will not be maintained. However, HEALY may be tasked during transits to support law enforcement efforts and boardings with a law enforcement detachment (LEDET) embarked. In such circumstances, support might include submitting sighting reports, use of helicopters for sightings, surveillance, intelligence gathering on suspect vessels, and providing support to embarked LEDETS in the form of boat transport, communications and logistics.

18. Small Boat Operations Bill

- Ref: (a) U.S. Coast Guard Regulations, COMDTINST M5000.3 (series)
- (b) Shipboard Regulations, COMDTINST M5000.7 (series).
 - (c) Boat Crew Training Manual, COMDTINST M16114.9 (series)
 - (d) Boat Crew Qualifications Guide Vol I, Boat Crewman, COMDTINST M16114.10 (series)
 - (e) Boat Crew Qualifications Guide Vol II, Coxswain, COMDTINST M16114.11 (series)
 - (f) Coast Guard Rescue and Survival Systems Manual, COMDTINST M104770.10 (series)
 - (g) Boat Crew Qualifications Guide Vol IV, Boat Engineer, COMDTINST M16114.11 (series)
 - (h) Standing Orders For The Officers of the Deck, HEALYINST 1603.1 (series)

- a. Purpose. To provide procedures for launching and recovering the cutter's assigned small boat(s).

- b. Responsibility. The First Lieutenant is responsible for maintaining this bill.
- c. Policy. Cutter boat operations involve inherent risks to boat crews and cutter boats and require a high degree of skill, training, and coordination on the part of the conning officer, small boat coxswain, boat crew and boat lowering detail. A thorough understanding of all aspects of the evolution is necessary if missions are to be safely accomplished, and mishaps avoided. The urgency of each mission and, the benefits to be gained versus the risks involved must be assessed. When deciding when a boat will be used, the safety of Coast Guard personnel takes precedence over the protection of Coast Guard equipment. For routine operation of the 7.3M RHIB's and the LCVF a boat engineer is not required, but may be included if appropriate to the circumstances.
- d. Mission Risk Assessment. The following "risk assessment" guidelines apply to boat operations:
- (1) Search and Rescue (SAR). Potential risks to the cutter boat and boat crew must be weighed against risks to the personnel and/or property in distress if the mission is not undertaken. Consider the effects of exposing the distressed personnel to the additional risks associated with cutter boat operations. In addition:
 - (a) The probability of saving human life warrants a maximum effort. When no suitable alternative exists and the mission has a reasonable chance of success, the risk of damage to the cutter boat may be acceptable, even though such damage may render the boat unrecoverable.
 - (b) The probability of preventing or relieving intense pain or suffering may warrant the risk of damage to the cutter boat, if recovery of the cutter boat can reasonably be expected.
 - (c) The probability of saving property warrants the risk of damage to the cutter boat only if the cutter boat is fully expected to be recoverable and no injury will be sustained by the boat crew.
 - (2) Enforcement of Laws and Treaties (ELT). In the course of high risk law enforcement (ELT) boardings, potential risks to the cutter boat and boat crew must be weighed against the risks of bodily harm to hostages or other innocent parties aboard other vessels if the mission is not undertaken.
 - (a) The possibility of apprehending dangerous criminals may warrant reasonable risk to the cutter small boat and crew only in cases where inaction may result in further criminal activity.
 - (b) Potential risks to the cutter boat and boat crew are not advisable in attempts to recover evidence that may be preserved by other means such as by witness statements or video.
 - (c) Potential risks to the cutter boat and boat crew should not be taken for the prosecution of compliance boardings.
 - (3) Marine Environmental Response (MER). Unless there is grave danger to human life or, risk of severe environmental impact as determined by appropriate higher authority, missions which risk damage to cutter boats or injury to boat crews should not be undertaken.
 - (4) Defense Operations (DO). In a warfare scenario, excluding exercises, damage to or loss of the cutter boat is acceptable in the defense of the United States, its citizens, allies, and/or installations and properties.
 - (5) General Emergencies. Severe damage to, or sacrifice of the cutter boat may be acceptable in the interest of safety of the cutter and its crew.
 - (6) Logistics or Other Missions. Logistics or other missions of a routine nature, having little or no urgency, should not be prosecuted if they hazard the cutter boat or boat crew.
- e. Environmental Condition Risk Assessment. The specific operating characteristics of each cutter boat in relation to the prevailing weather/sea conditions must also be considered. Heavy weather for any cutter boat must be defined in the context of the boat's operating characteristics. Due to the inherent dangers associated with operating cutter boats in adverse sea conditions, the following guidance is provided:
- (1) 7.3M RHIB. These boats will be launched using the Miranda Davits system on the port and starboard side for each boat. Ship's speed should be at or near bare steerageway. The RHIB is a very capable boat and is able to operate safely in 8-foot seas; however, launching the boat in those conditions should not be attempted except in dire emergency. Under no circumstances should any size RHIB be launched or operated in surf conditions.

(2) Landing Craft Vehicle/Personnel (LCVP). This boat is launched using the starboard 04 crane (port 04 crane if the LCVP is being carried on the port side). Sea conditions must be very light during launching and recovery and the ship must be stopped.

(3) Arctic Survey Boat (ASB). Same as for LCVP.

f. The First Lieutenant is responsible for ensuring that:

- (1) All boat coxswains and crewmen are qualified and currently certified in accordance with references (e), (f) and (g).
- (2) All personnel involved in boat launch and recovery evolutions are adequately trained in the proper use of the cutter's boat handling equipment.
- (3) Inspections of the ship's small boats and equipment are completed daily when underway.
- (4) Responsible, trained personnel provide proper care and maintenance to the ship's boats, with the exception of boat machinery.

g. The Engineer Officer is responsible for:

- (1) The operation and maintenance of boat machinery and electrical installations.
- (2) Fueling boats as needed and ensuring daily boat checks of all boat machinery and electrical installations are completed by qualified personnel.
- (3) Providing a boat engineer if circumstances dictate.

h. Protective Clothing and Equipment.

- (1) All members of the boat crew will be outfitted as required by reference (h).
- (2) All personnel involved in boat launch and recovery evolutions will be outfitted in personal flotation devices and other personal protective and emergency equipment as necessary to meet the demands of the operating environment.

i. Procedures and Assignments. See guidance within the Standing Orders.

19. **Wintering Over Bill**

- a. Purpose. To establish guidelines and procedures which become effective during besetment and guide provisioning of the ship before deployment.
- b. Responsibility. The Executive Officer is responsible for maintaining this bill.
- c. Information. Planning for besetment in Polar Regions must start with provisioning before leaving homeport. Once besetment has occurred, the ship must be completely self-sufficient over an extended period.
- d. Procedures and Assignments.

(1) The Executive Officer shall coordinate selection of personnel to winter over. Personnel shall be selected based on prior history of good performance and anticipated ability to withstand the isolation of wintering over.

(2) The Engineer Officer shall:

- (a) Ensure all effort is made to have sufficient fuel and lube oil onboard. Minimum wintering over requirement is 210,000 gallons of fuel oil (1000 gals/day for 210 days) and 6,000 gallons of lube oil.
- (b) In the event of wintering over, establish minimum service. Actions to be taken include:

1. Provide ship's service on one boiler and the auxiliary generator.
2. Secure non-essential equipment, set up a test run routine to assure proper operation when again required.
3. Secure all non-essential spaces, reducing the ship's operating envelope to a minimum.
4. Drain all piping outside the envelope to prevent freezing.
5. Reduce light bulb number and wattage in spaces outside the envelope; keep lights out, except when inspecting.
6. Establish an electrical load priority list if needed.

(3) The Operations Officer shall:

- (a) Establish an environmental observation program to secure data not normally available. This would include a record/plot of position, wind, ice thickness, ridge configuration, etc., useful in constructing historical besetment data and for prediction of changing conditions.
- (b) Coordinate all work parties on the ice and establish recall procedures for same.

(4) The First Lieutenant shall:

- (a) Ensure that all boats are processed for winter operation.
- (b) Ensure that all weather doors and hatches operate properly.
- (c) In the event of Wintering Over:
 1. Establish incinerator use or a garbage dump away from the ship, as appropriate.
 2. Provide weather deck walkways with manropes when needed.
 3. Set up an airdrop recovery area when ordered.
 4. Pack snow insulation onboard, keep rest of topside clear of snow.
 5. Provide hunting parties as needed.

(5) The Support Officer shall:

- (a) Ensure ship sails for deployment with a food supply to feed the entire personnel allowance for fourteen months.
- (b) Establish and maintain cold weather clothing at a minimum of one full outfit per person

(6) The wintering over detail can expect the following procedure changes.

- (a) Securing of all unoccupied berthing compartments.
- (b) Curtailed laundry service.
- (c) Exchange items rationed.
- (d) Areas of the ship secured except for inspections.
- (e) Curtailed use of electricity.
- (f) The possibility of having to abandon ship.

(7) The wintering over detail shall be made up of personnel from the ship's crew to provide adequate depth and skill trades to properly maintain the cutter and personnel. The decision on whom and how many shall make up the wintering over crew shall be made at the time this bill is brought into effect.

SECTION 330 - EMERGENCY BILLS

1. Abandon Ship Bill

- a. Purpose. To establish procedures and organization for abandoning ship. Salvage procedures are also contained in this bill.
- b. Responsibility. The First Lieutenant is responsible for maintaining this bill.
- c. Information.
 - (1) The procedures for this evolution are based on the assumption the crew will be at general emergency stations when it becomes necessary to abandon ship.

(2) If time permits, phased procedures shall be initiated to allow orderly preparation to abandon ship. If time does not allow for orderly preparation to abandon ship, abbreviated procedures shall be carried out. The use of abbreviated procedures will require all personnel to exercise individual initiative in abandoning ship without delay.

(3) Personnel shall be mustered periodically at abandon ship stations to ensure proper condition of all lifesaving equipment and familiarization with procedures of abandon ship. Abandon ship assignments will be in accordance with WQSB.

(4) Orderly abandonment consists of three phases:

- (a) Phase I. "All hands prepare to abandon ship." When this order is given, all personnel below decks who are not engaged in securing or salvage duties proceed topside. All personnel don survival suits. Officers in charge of debarkation stations order rigging of nets, lines and ladders over ship's sides.
- (b) Phase II. "All hands abandon ship, except securing and salvage details" or "All hands abandon ship." When this order is given, officers in charge of debarkation stations direct release of life rafts and lowering of boats. Personnel proceed over the sides in an orderly fashion.
- (c) Phase III. "Securing and salvage detail abandon ship."

d. Procedures and Assignments.

(1) The Commanding Officer issues all orders for abandoning ship.

(2) The Executive Officer:

- (a) Supervises the preparation to abandon ship, and orders such special procedures as required by existing conditions, such as redistributing personnel to other boats or rafts when necessary or advisable.
- (b) Ensures that all personnel receive the order of the Commanding Officer to abandon the ship.

(3) The Operations Officer:

- (a) Procures and passes to each boat and raft the magnetic bearing, distance, and status (friendly or hostile) of the nearest land.
- (b) Ensures that necessary navigational equipment, such as charts, chronometers, compasses, sextants and tables, is provided to Raft #1.
- (c) Saves the ship's log.
- (d) Ensures distress message is sent by all available means using GMDSS.

(4) The Information Technology Officer:

- (a) Sends distress messages as released by the Commanding Officer.
- (b) Executes emergency destruction of classified material in accordance with the Emergency Action Plan.
- (c) Ensures portable radios are issued to the boats.

(5) The Engineer Officer:

- (a) Directs securing and salvage operations until secured by the Commanding Officer.
- (b) Maintains vital services as required until ordered to abandon ship, and then secures these services to render them nonhazardous to other personnel.
- (c) Assists the Damage Control Assistant in maintaining watertight integrity and stability.

(6) The Damage Control Assistant:

- (a) Maintains watertight integrity and stability until ordered to abandon ship.
- (b) Assists the Engineer Officer in maintaining and securing vital services.
- (c) Recommends abandoning ship when damage control actions can no longer assure sufficient stability or watertight integrity.

(7) The Support Officer:

- (a) Makes emergency issue of equipment and provisions as directed.
- (b) Ensures that records, accounts and government funds are saved.

- (8) The First Lieutenant:
 - (a) Ensures new personnel are assigned to life rafts and know the location of the raft they are assigned to.
 - (b) Ensures muster lists are accurate and agree with departmental Watch, Quarter and Station Bills, and that muster lists are on station at raft locations.
 - (c) Makes raft assignments for all passengers and ensures they are briefed and know the locations of their assigned rafts.
 - (d) Arrange for the annual inspection and maintenance of liferafts.
- (9) The Medical Officer prepares the sick and injured and supervises their evacuation by boat #1.
- (10) The Senior Aviator insures the release, when ordered, of all survival and other floatable equipment from aircraft and from the hangar area.
- (11) The officer or petty officer in charge of each boat and raft:
 - (a) Musters assigned personnel at the muster location and makes report to the bridge.
 - (b) Ensures that assigned personnel have received and donned survival suits, have provided required equipment, and are adequately clothed.
 - (c) Ensures that no equipment is launched and that no abandonment takes place until orders are received to do so.
 - (d) Upon orders, supervises the carrying out of preliminary assignments (e.g. rigging of nets, ladders, hoses etc.), the launching of the assigned boat(s) or raft. Ensures before launching that each raft is secured to the ship.
 - (e) Supervises the removal of injured personnel as appropriate.
 - (f) After abandonment, endeavors to join up with other boats and rafts to form a group.
- (12) Order of boat launching.
 - (a) Both Rigid Hull Inflatable Boats (RHIB) shall be launched. They will carry navigation equipment and essential emergency radio equipment, HEALY 1 will become the command boat and HEALY 2 assigned to accommodate any sick and injured. After launching they will assist in marshalling the rafts into a group. The crews of HEALY 1 & 2 will launch themselves using the emergency gravity release handles to lower themselves to the water's edge.
 - (b) HEALY 3 (LCVP) will be launched, if possible, by the crews of rafts number 5 & 7. In any case, the crews of rafts number 5 and 7 will cast off the grips so that it may float free.
 - (c) After all boats are launched or ungriped, the launching of rafts should begin. Personnel assigned to raft number 1 will launch rafts number 1, 2, 3, and 4. Personnel assigned to rafts number 2, 3, and 4 are to rig debarkation gear, such as scramble nets, ladders, lines, fire hoses, etc. Personnel assigned to rafts number 6, and 8 are to jettison any available floatable material such as furniture, lumber, etc., which might support a person in the water.
- (13) Procedures for launching.
 - (a) Each raft should be lifted from its rack and lowered to the water, using the liferaft davit if possible. One end of the sea painter should be made fast to the raft and the other end secured to the ship or held securely by a crewmember. Once in the water, the nearest person to each raft should inflate it by pulling the quick release cable.
 - (b) If speed is a prime consideration rafts may be launched by tripping the hydrostatic releasing gear and tossing them directly into the water. The quick release cable should be pulled as the raft is thrown overboard.
- (14) Procedure for boarding the rafts.
 - (a) The first person boards by the grab ladder and boarding net and remains at the entrance to assist others on board.
 - (b) The second individual aboard goes to the opposite end of the raft and assists others on board. When all personnel have boarded, all loose gear in the water is retrieved and stowed.
 - (c) On orders from the senior person aboard, the sea painter is released, the sea anchor is retrieved, and the raft is paddled clear of the ship's side.
 - (d) When clear of the ship's side, and grouped with other rafts, the sea anchor is again streamed.
 - (e) The cross tubes and floor section may then be inflated with the hand pumps provided.
- (15) Securing and Salvage Detail. This detail consists of a small group of personnel whose duties are:
 - (a) To delay the sinking or to contain the fire or flooding while the remainder of the crew abandons ship safely.
 - (b) To complete execution of the Emergency Action Plan, to maintain vital services until no longer needed, and to eliminate the chance of boiler explosion, ammunition detonation, or other personnel hazards.

(c) To attempt to save the ship by whatever means possible, including getting underway, grounding, scuttling in shallow water, or flooding certain compartments, and receiving outside assistance in the form of fire fighting and towing.

(16) Helicopter Launch Procedures.

(a) Helicopters will be launched only if land is within fuel range of aircraft and weather conditions and available time permit safe launching.

(b) Helicopters will carry minimum crew allowing for transportation of medical patients, corpsman and essential ship's records.

e. Safety Precautions. All hands shall:

(1) Follow traffic patterns and reset material condition Zebra while transiting to abandon ship stations.

(2) Once on station fall into ranks in an orderly manner.

(3) When abandoning ship ensure all are in complete battle dress. Don survival suits. CO2 life jackets, if worn are not to be inflated until entering the water.

(4) Jump only as a last resort, always feet first with legs crossed. Cargo nets, debarkation nets, fire hoses, lines or ladders rigged over the side should be used if possible

(5) Once in the water get rid of any sharp objects that could tear or puncture the raft.

MUSTERING STATIONS

- RHIB #1 - At boat #1, 02 deck Stbd
- RHIB #2 - At boat #2, 02 deck Port
- Raft #1 - 05 deck Bridge, Secure and Salvage; All passengers 02 deck, Flight Deck Stbd forward
- Raft #2 - 02 deck, flight deck, Port forward
- Raft #3 - 02 deck, flight deck, Stbd aft
- Raft #4 - 02 deck, flight deck, Port aft
- Raft #5 - ECC, Secure and Salvage; All passengers 02 stbd deck at raft
- Raft #6 - 02 deck, port at raft
- Raft #7 - 02 deck, stbd at raft
- Raft #8 - 02 deck, port at raft

2. Aircraft Ditch and Rescue Bill

- Ref:
- (a) National Search and Rescue Manual Vol.I, COMDTINST M16120.5 (series).
 - (b) National Search and Rescue Manual Vol.II, COMDTINST M16120.6 (series).
 - (c) Shipboard-Helicopter Operational Procedures Manual, COMDTINST M3710.2 (series).
 - (d) Firefighting and Rescue Manual, NAVAIR 00-80R-14.
 - (e) Safety and Environmental Health Manual, COMDTINST M5100.47
 - (f) Aeronautical Maintenance Management Manual, COMDTINST M13020.1
 - (g) Coast Guard Public Information Manual, COMDTINST M5728.2
 - (h) Polar Operations Division Manual, ATCINST 16151.1 (series)

a. Purpose. To assign personnel to stations and duties and to establish procedures for assisting a distressed aircraft to ditch in the vicinity of the ship. The primary consideration is the safe recovery of personnel aboard the aircraft. The secondary consideration is to effectively preserve all features and evidence at the mishap scene to ensure a complete and accurate analysis of the mishap.

b. Responsibility. The Operations Officer is responsible for maintaining this bill.

c. Information. This bill is primarily designed to provide assistance to an aircraft in distress; however, it is also applicable to cases involving the rescue of large numbers of persons in the water.

- (1) Ditch and rescue involves four phases:
 - (a) Rendezvous with the aircraft.
 - (b) Assisting the aircraft to a successful ditching.
 - (c) Rescuing survivors from the aircraft and the water.
 - (d) Handling the survivors.
- (2) Detailed procedures for implementing this bill are included in references (a) and (b). Chapter 2 of reference (c) establishes the Coast Guard Aviation Safety Program and general instructions for its effective implementation. This command has the responsibility of providing crash rescue, salvage, and analysis of mishaps involving Coast Guard aircraft where this ship is the nearest Coast Guard Aviation Unit to the mishap scene.
- (3) This plan will be implemented upon initial receipt of information on any mishap or potential mishap at or in close proximity of this ship. Personnel directly concerned with the systematic rescue and recovery efforts will be notified by the Officer of the Deck (OOD). Personnel not directly concerned will stay clear of the mishap area to prevent interference with rescue or analysis operations, to prevent possible injury to themselves, and to preclude unintentional destruction or loss of valuable evidence at the mishap scene.

d. Procedures and Assignments. The responsibilities of personnel immediately and directly concerned are listed under the Primary and Secondary Crash Actions. All personnel with specific responsibilities will take the action indicated:

- (1) Emergency Landing. The pilot of a helicopter will transmit, "MAYDAY, MAYDAY, MAYDAY," followed by identification, position, nature of difficulty, and intentions. Depending on the nature of the emergency and the flight regime of the aircraft, this transmission may be very brief, with possibly no time for two-way communications.
- (2) Ditched Helicopter. If the aircraft does not sink after landing, the aircrew should remain with the aircraft in survival situations.
- (3) Reporting. Aircraft crashes will be reported directly to the OOD by the most expeditious means available. For a crash on or near HEALY, the Primary Crash Alarm consists of the HELO CRASH ALARM and the General Announcing System (IMC).
- (4) PRIMARY ACTIONS TO BE TAKEN UPON A REPORT OF AN AIRCRAFT CRASH ON OR NEAR HEALY
 - (a) The Officer of the Deck shall:
 1. Upon initial receipt of information concerning an aircraft mishap, determine the exact location and extent of the mishap. If necessary, send a request for assistance to the cognizant SAR Coordinator.
 2. Actuate the Primary Crash Alarm, set FLICON ONE (if not already set) and announce the important particulars (crash, location, etc.). Initiate immediate rescue operations.
 3. Advise the Commanding Officer.
 4. Proceed as rapidly as possible toward the crash scene or last known position and prepare to launch boat and swimmers if over water or foot party if over land or ice.
 5. Divert or launch helicopters as the situation dictates. Ensure that the Medical Officer or corpsman is aboard the helicopter if mishap is in the local area.
 6. If the mishap is over land, contact the nearest agency that may be capable of rendering fire fighting and rescue assistance. If the mishap is over water, contact the nearest vessel that may be capable of rendering assistance, effecting rescue, guarding wreckage, marking the salvage area as appropriate.
 7. When all steps have been taken to ensure expeditious recovery of mishap personnel, contact all personnel concerned with the Secondary Crash Action.
 - (b) The Operations Officer shall:
 1. Assist the OOD as necessary and coordinate all phases of this plan.
 2. If the mishap occurs in the water or on ice, take appropriate steps to commence initial salvage to prevent loss of the wreckage. Every effort shall be made to prevent further damage or change in condition of the aircraft. An accurate and complete record should be kept of any damage incurred during salvage. Post watch over the wreckage to preclude any disturbance of its present condition.

3. When the mishap occurs away from the ship, take steps to ensure the wreckage is guarded until the Aircraft Mishap Analysis Board (MAB) arrives on scene and the wreckage detail is established. Utilize personnel from the nearest military facility, state or local police, if feasible.
 4. Establish communications by the most direct means with the crash scene and assist in coordinating request for personnel and equipment.
 5. Arrange for one of the ship's personnel to act as the photographer and videographer.
 6. Prepare to launch helicopters after initial rescue operations are completed to conduct a preliminary survey and take any initial steps required to commence the analysis.
 7. Obtain necessary weather information from the facility nearest to the scene of the mishap.
 8. Ensure that bridge personnel record and log occurrence and times of events that transpire, for benefit of the MAB.
- (c) When the mishap is on board the vessel, the fire party leader shall have immediate charge of firefighting and rescue efforts. He or she will muster the fire party in the hangar. If the mishap endangers the vessel, the OOD shall set General Emergency and the Damage Control Assistant (DCA) shall then assume responsibility for overall firefighting and rescue efforts.
- (d) When the mishap is in the water, the First Lieutenant shall:
1. Ensure that swimmer(s) are aboard with rescue kits.
 2. Proceed to mishap scene as soon as possible.
 3. Act as Aircraft Salvage Officer (if aviation officer is not available) as prescribed in Chapter 9 of reference (a), Chapter 13 of reference (c) and Annex J of reference (h).
 4. Ensure that the salvage kit is aboard the rescue boat.
 5. Take appropriate steps to keep helicopter afloat or mark the salvage area as appropriate.
- (e) When the mishap is in the water, the Aeronautical Maintenance Officer (not involved in mishap, or otherwise the senior aviator not involved in mishap) shall:
1. Act as Aircraft Salvage Officer.
 2. Perform duties as prescribed in Chapter 9 of reference (a), Chapter 13 of reference (c) and Annex J of reference (h).
- (f) The Medical Officer shall:
1. Proceed to mishap area by most expeditious means.
 2. Provide medical aid to survivors; supervise treatment and movement of the injured.
 3. Advise the ship of the number of deceased and injured personnel and what additional facilities or equipment are required on scene.
 4. Record position of casualties in relation to the aircraft and nature/extent of injuries.
 5. Attempt to identify all fatally injured personnel. Place remains in rubberized bags and label.
- (g) The pilot in command or senior member of the crew (mishap aircraft) who is not incapacitated shall take custody of and be responsible for the safeguarding of the wreckage until relieved by competent authority.
- (h) The senior aviator (not involved in mishap) shall assist in the rescue and recovery of injured personnel and provide relief of responsibility for safeguarding the wreckage. Wreckage may be moved in order to extricate personnel. This should be held to the minimum amount necessary, with all details fully documented.
- (5) SECONDARY CRASH ACTION:
- (a) The Commanding Officer shall:
1. Submit telephone report (if possible) and release preliminary message report in accordance with Chapter 2-F-6 of reference (b). Submit supplemental reports as necessary.
 2. In cases of death or serious injury, ensure next of kin are notified.
 3. Authorize public information releases to the news media.
- (b) The Executive Officer shall:
1. Assist the Commanding Officer as required.
 2. Prepare the casualty report if death or serious injury occurs.
 3. Provide clerical assistance (upon request) to the MAB.
- (c) The Operations Officer shall:
1. Prepare the Preliminary Report of Aircraft Mishap message for the Commanding Officer's release in accordance with Chapter 2-F-6 of reference (b).
 2. Prepare supplemental reports as required.
- (d) The senior aviator (not involved in mishap) shall:

1. Complete a preliminary survey of the mishap and advise the Commanding Officer. Determine the mishap classification, possible FAA/NTSB involvement, and other information for the Preliminary Message Report.
 2. Assist the Operations Officer in preparation of preliminary and supplemental reports of aircraft mishap.
 3. Endeavor to keep the wreckage undisturbed until arrival of the members of the MAB.
 4. Commence analysis proceedings until relieved by the MAB (this duty should be delegated to a designated flight safety officer, if one is assigned to the Aviation Department and is not involved in the mishap).
- (e) The Medical Officer shall:
1. Until a flight surgeon is appointed by the Commandant, take whatever preliminary and immediate steps are necessary in accordance with Chapter 2-C-9 of reference (b).
 2. Assist the MAB as necessary.
- (f) The Public Affairs Officer shall:
1. Handle all questions from the news media.
 2. Establish and maintain liaison with news services to help minimize adverse public relations, which may evolve from the mishap.
 3. Prepare news releases in accordance with Coast Guard policy for command release as prescribed in reference (d).
 - DO NOT divulge the names of fatalities until the next of kin have been notified.
 - DO NOT release news regarding other services without their prior consent.
 4. Coordinate with the senior member of the MAB in releasing information that may materially assist in the analysis (i.e., request for possible witnesses when none are located on scene).
- (g) The Support Officer shall:
1. Assist the MAB in procurement of salvage and recovery facilities.
 2. Arrange funding for expenses incurred in salvage operation and the analysis.
 3. Arrange logistic support for personnel on scene in the form of messing, berthing, lighting, clothing, etc.
- (h) Aircraft Mishap Analysis Board (MAB):
1. The Board will be composed of aviation personnel appointed by the Commandant. The membership will be comprised of a senior member (senior to the pilot in command involved in the mishap), a flight safety officer, an aeronautical maintenance officer, a flight surgeon, and other necessary personnel. The Board's duties typically include:
 - a. Proceed to the mishap scene by the most expeditious means.
 - b. Relieve personnel and take charge at the crash scene.
 - c. Brief photographer on scene as to photographs required.
 - d. Check area for witnesses. If witnesses available obtain testimony.
 - e. Arrange for autopsies/pathological studies of all deceased military persons, if feasible.
 - f. Determine if additional technical assistance is required.
 - g. Conduct a complete, accurate, and unbiased analysis of the mishap.
 - h. Submit a formal report in accordance with the format shown in Enclosure 2-F-6 of reference (b).
 2. Any aviator assigned to this vessel may be appointed as a member of the MAB. For that reason, all aviators will be thoroughly familiar with the contents and procedures set forth in the Safety Manual. The senior aviator not involved in the mishap shall be prepared to commence and conduct all preliminary and immediate steps necessary for the completion of a proper analysis.

SAMPLE MESSAGE FOR REQUESTING SEARCH ASSISTANCE

FM USCGC HEALY
 TO (Cognizant SAR Coordinator)
 INFO (Operational Commander)
 COMDT COGARD WASHINGTON DC//G-OCA//
 COMPACAREA COGARD ALAMEDA CA//PO//
 BT
 UNCLAS//N16130//
 SITREP ONE DISTRESS MISSING HELICOPTER

1. SITUATION:

A. HH65A (Number) (Aircraft Commander) DPTD CGC HEALY _____ Z FOR (Mission). LAST RADIO CONTACT AT _____ Z ON FREQUENCY _____, POSIT (Lat), (Long). FUEL EXHAUST TIME _____ Z.

B. HELO IS INTERNATIONAL ORANGE. SURVIVAL EQUIPMENT INCLUDES YELLOW LIFERAFT WITH RADAR REFLECTOR, MK 13 DAY/NIGHT FLARES, MK 79 PEN GUN FLARES, PRC-90 SURVIVAL RADIOS, CAPABLE OF TRANSMITTING AND RECEIVING ON 243.0 AND 282.8 MHZ, SIGNAL MIRRORS, DYE MARKER, RATIONS, ORANGE LIFEVESTS, ORANGE TENT, AND SIGNALING TARP.

C. PRESENT WX (Ceiling) (Visibility) (Wind direction/velocity) (Barometer) (Sea state).

D. CGC HEALY PRESENT POSIT (Lat), (Long).

2. ACTION TAKEN:

A. (Describe action to date)

3. FUTURE PLANS AND RECOMMENDATIONS:

A. REQUEST SUITABLE AIRCRAFT TO ASSIST. SEARCH AREA (Describe).

B. INTENTIONS ARE TO _____ CONTACT FREQS

BT

Precedence: Operational Immediate

3. General Emergency Bill. See HEALY General Emergency Bill, HEALYINST 9079.1 (series).

4. Man Overboard Bill

Ref: (a) FXP-4.

(b) Cutter Swimmer Program, COMDTINST 16134.2 (series).

(c) Naval Shiphandling Forth Edition (Crenshaw).

(d) Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).

(e) NSTM Chapter 077 Personnel Protection.

(f) Shipboard Regulations Manual COMDTINST M5000.7 (series).

(g) ATP1 (C) Volume 2

a. Purpose. To provide policies for assignment of personnel to duties and stations and for procedures to be followed in recovering persons from the water.

b. Responsibility. The First Lieutenant is responsible for maintaining this bill.

c. Information. This bill may be used for recovery of persons lost overboard from HEALY or water from any other source. Because of HEALY's high freeboard which makes a shipboard pickup very difficult combined with the rapid boat launch capability using the Miranda davits, a boat pickup is the preferred method of recovery.

d. Training. Every crewmember should be familiar with actions they should take in the event they fall overboard and should understand what actions the ship will take to rescue them. Personnel assignments are in the WQSB. Drills will be conducted to ensure the successful execution of this bill.

e. Procedures and Assignments.

(1) The Executive Officer shall require that a muster be taken of all ship's personnel.

(2) Department Heads shall make reports of muster of all department personnel to the Bridge Recorder and assign qualified personnel to stations and duties prescribed in the WQSB.

(3) Any person sighting a person overboard shall:

(a) Sing out "Man overboard port (starboard) side."

(b) Ensure that the OOD is informed by the quickest available means.

(c) Throw liferings, life jackets, or any floatable gear over the side as near as possible to the person.

(4) The Officer of the Deck shall:

(a) Mark the electronic chart using the man overboard utility on the Voyage Management System.

(b) Maneuver the ship as quickly as possible using one of the following procedures as appropriate.

1. Stop way on immediately with a crash stop. Maneuver the ship to provide a lee for ready boat launch. Pass over the IMC which boat will be used for recovery. If two engines are online, energize the bow thruster, in one engine is on line ask ECC to bring a second engine online immediately and energize the bow thruster.
 2. A Williamson Turn during low visibility or when a person is reported as missing in order to retrace the ship's track.
 3. In ice, stop engines immediately. If way continues, back down to stop. Get to person in the quickest possible manner either over the ice or via helicopter. CAUTION! Maneuvering close to the person will subject him/her to crushing by the ice.
 - (c) Ensure that a life ring (lighted at night) is dropped immediately to mark a reference point to which the ship can return. The man overboard markers (Mk 58 Smoke Floats) on the 05 deck aft of the Pilot House shall be thrown overboard.
 - (d) Ensure the word "Man overboard port (starboard/ port) side," is passed throughout the ship by the quickest means available along with which boat will be used for recovery. Sound the man overboard alarm.
 - (e) Ensure that ships in the vicinity are notified. The following sound and/or visual signals are appropriate:
 1. Six or more short whistle blasts.
 2. Break code flag OSCAR by day.
 3. Display two pulsating red lights and/or fire one white flare by night, when travelling in a convoy with US Navy ships.
 - (f) Pass the word as to what method of pick up will be employed. In order of preference, these are:
 1. Boat pick up.
 2. Shipboard pick up as a last resort.
 3. Helicopter pick up.
 - (g) Ensure that Lookouts keep person or datum marker (life ring, light, smoke, etc) in sight.
 - (h) Direct movements of recovery boat or helicopter (via the HCO) using radio or visual means of communication.
 - (i) Initiate search procedures if person is not immediately found.
- (5) The Senior Quartermaster shall receive reports of muster from all Department Heads and man overboard station, ensure that all bridge personnel are present at their stations, and report status of muster to the OOD.
- (6) The First Lieutenant shall:
- (a) Direct personnel of the rescue detail on deck.
 - (b) Station personnel with heaving lines at the proper side of the ship.
 - (c) Direct lowering of embarkation ladders or nets.
 - (d) Station and control swimmers equipped with vest-type life jackets, exposure suits (if necessary), and safety lines to go to the assistance of the person in the water.
- (7) Boat lowering detail place the designated boat at the rail, order the boat crew into the boat, and report ready to the bridge. The bridge will order the boat lowered. All required safety precaution will be observed while operating on the boat deck.
- (8) The Aviation Detachment shall lay to the flight deck to prepare for helicopter operations. The Senior Aviator shall take a muster and contact the bridge for instructions.
- (9) Upon hearing the word "man overboard" all ship's personnel will proceed to their designated man overboard stations and provide assigned equipment. Those personnel not assigned duties in this bill will muster at their designated muster areas.

f. Pick Up Procedures.

- (1) Boat pick up. Small boat pick up will be the primary means of recovery. The Starboard side boat will always be the ready boat unless otherwise directed by the OOD. The OOD will maneuver the ship for the best launch course for the ready boat. When on a safe launch course the boat lowering detail will be given authorization to lower the boat. Once the boat is away it will be directed to the person in the water by the bridge. When the person is recovered the boat will return to the ship as quickly as possible.
- (2) Ship pick up. The Starboard side 02 deck aft of the small boat will be the primary personnel recovery station. The OOD will pass the word as to what side the pick up will be on and maneuver accordingly to bring the person alongside. The power winch on the accommodation J-Bar davit will be used to lower the rescue swimmer and the liter if needed. The deck rescue team

will lower the Jacobs ladder on the 02 deck aft of the small boat, port or starboard, or the pilots ladder on the 01 deck to deploy the rescue swimmers. Once the person is alongside they will be assisted aboard or into a litter for recovery.

(3) Helo pick up. Normally used only when helo is immediately ready for take off such as when the ship is already at Flight Condition I. When the helo is launched it will be directed to the person in the water by the HCO on the bridge. Recovery will be made by standard helicopter rescue techniques and procedures.

g. Communications. Communications will be via radio using channel 81A. Radio communications shall be established from the bridge to the boat, deck rescue detail, boat lowering station, flight deck, fantail.

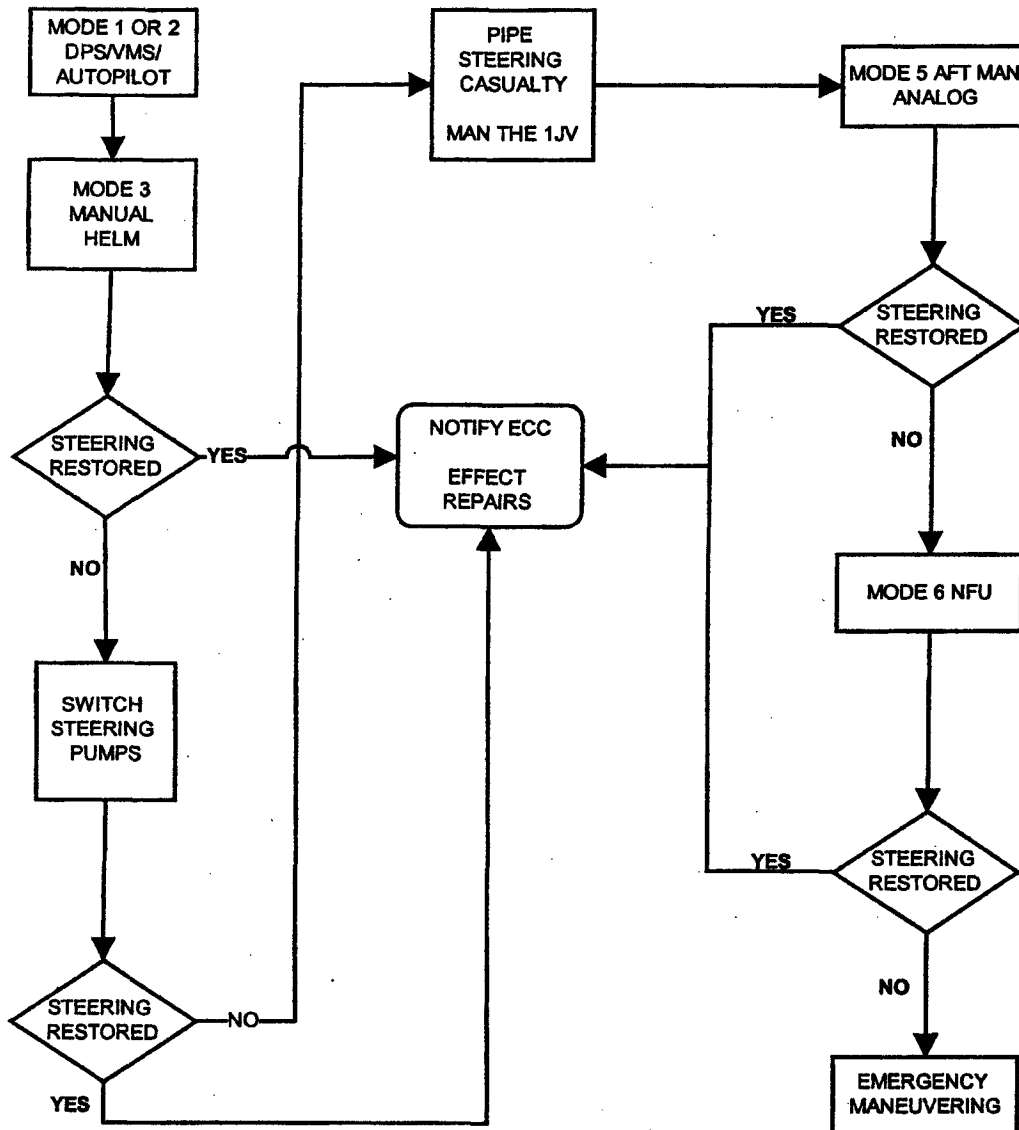
h. Rescue Procedures In Port or at Anchor. Notification should be made to the quarterdeck watch who will pipe "Man overboard port (starboard) side." All personnel on board including the duty section will proceed to the flightdeck for muster by the EOW. The OOD shall direct action taken to recover the personnel. Procedures to follow will be dictated by the number and skills of the personnel available to the OOD with the outboard RHIB being considered the primary rescue boat.

i. Special Procedures in Mountainous Seas. A long approach on the person in the water usually should be made to avoid placing the ship in a dangerous condition with respect to the seas. A downwind or down-sea approach is normally best, with engines used to hold ship in position when stopped. Stopping in such a position that the person is rolled under the ship when alongside must be avoided. Only personnel required for rescue should be permitted topside. Life jackets are required for rescue personnel; tending lines should be used if necessary. Rescue detail should be kept in one group during rescue operations.

5. Toxic Gas Bill. See HEALY Toxic Gas Bill, HEALYINST 6270.1 (series).

6. Steering Casualty Bill. The flowchart indicates the bridge watch response to a steering casualty including the hierarchy of the various steering. Engineering procedures for a steering casualty are contained in the Casualty Control Manual. Depending on the circumstances (open ocean, restricted waters) heading can be maintained with throttles and bow thruster while resolving the steering casualty. In some cases it may be necessary to drop an anchor to prevent grounding.

STEERING CASUALTY PROCEDURES



7. Salvage Ship Bill. Salvage Ship procedures are included in the Abandon Ship Bill.

8. Jettison Bill. The cutter is inherently stable with a displacement exceeding 16,000 tons. The effect on stability by jettisoning material from the cutter is inconsequential. Much greater impact can be made by properly managing the cutter's liquid load, including the dedicated ballast system. The focus of efforts will be on the cutter's liquid load utilizing the FCCS program to maintain best possible stability characteristics.

TABLE 3-1

TOPSIDE LIGHTING SWITCH LOCATIONS

The following is the locations for circuit breaker and light switches:

Lights	Location	Passageway	Panel	Breaker	Light Switches
Flood Lts, Icebreaking	01 Deck Bow	01-23-0-L	01-38-2	4	Switch on Bridge, Fr 33 Center
Flood Lts, Icebreaking	01 Deck Fr 30 P/S	01-23-0-L	01-38-2	6	Switch on Bridge, Fr 33 Center
Flood Lts, Icebreaking	01 Deck Fr 57 P/S	01-23-0-L	01-38-2	8	Switch on Bridge, Fr 33 Center
Flood Lts, Gangway	02 Deck Fr 102 (S), 114 (P)	01-117-4-L	01-123-2	5	Switch on Bridge, Fr 33 Center
Flood Lts, Fantail	End of Flight Deck, covers main dk Fantail, Fr 144-159	01-117-4-L	01-123-2	7	Switch on Bridge, Fr 33 Center
Flood Lts, Container storage area Main Deck	Overhead of 01 deck over container storage area to cover main dk Fr 137-144	01-117-4-L	01-123-2	3	Bulkhead, Main Deck Fantail, Fr 143
Flood Lts, Crane serv area, main dk	2 lts 02 deck fr 129 & 144 to cover fantail, fr 126-144 (S)	01-117-4-L	01-121-2 V	13	Bulkhead Stbd side fantail, Fr 124
Flood Lts, Crane serv area, 01 Dk	2 lts 02 deck fr 21 to cover focsle, fr 0-21	02-35-0-L	02-49-1 V	11	Bulkhead on 01 Deck, center fr 21
Flood Lts, Crane serv area, 02 Dk Stbd	2 lts 04 deck fr 95 & 112 to cover 02 dk, fr 96-117	03-65-0-E	03-64-1 V	5	Bulkhead on 02 deck, stbd fr 95
Flood Lts, Crane serv area, 02 Dk Pt	2 lts 04 deck fr 95 & 112 to cover 02 dk, fr 96-117	03-65-0-E	03-64-1 V	8	Bulkhead on 02 deck, stbd fr 98
Flood Lts, Crane serv area, 04 Dk Stbd	2 lts 04 deck fr 93 on top of stack stbd aft to cover 02 dk, fr 93-117	03-65-0-E	03-64-1 V	9	Switch on 04 Dk aft of stack stbd side
Flood Lts, Crane serv area, 04 Dk Pt	2 lts 04 deck fr 93 on top of stack pt aft to cover 02 dk, fr 93-117	03-65-0-E	03-64-1 V	6	Switch on 04 Dk aft of stack pt side

TABLE 3-1

Flood Lts, Aft fantail A-Frame	Top of aft A-Frame, Fr 159	1-105-01-L	1-107-2	15	On Aft A-Frame, outboard Stbd side
Flood Lts, Stbd A-Frame	Top of stbd A-Frame, Fr 123 Stbd	1-105-01-L	1-107-2	17	On Stbd A-Frame, forward end of frame
Flood Lts, 02 Life Rafts	02 Dk Pt & Stbd frwd of life rafts, Fr 67	Pilothouse 05-33-0-L	05-44-1 V	9	
Flood Lts, 05 Life Rafts	05 Dk Pt & Stbd frwd of life rafts Fr 56	Pilothouse 05-33-0-L	05-44-1 V	11	
Flood Lts, 02 Dk J-Bar Davit, Stbd	02 Dk Stbd aft of the J-Bar Davit controls, Fr 95	1-63-3-L	1-76-1 V	12	Switch on Lt Stand, Fr 95 (S)
Flood Lts, 02 Dk J-Bar Davit, Pt	02 Dk Pt aft of the J-Bar Davit controls, Fr 95	1-63-2-L	1-76-2 V	3	Switch on Lt Stand, Fr 95 (P)
Lts, Miranda Davit Control Station, Stbd	02 Dk Stbd frwd of Davit Control Station, Fr 72	1-63-3-L	1-75-1	4	Switch on Lt Stand, Fr 72
Lts, Miranda Davit Control Station, Pt	02 Dk Pt frwd of Davit Control Station, Fr 72	1-63-3-L	1-75-1	9	Switch on Lt Stand, Fr 72
Weather Dk Lts, Main, 01, 02, 03, 04 Dk, Fr 63-135 (P)	Various vital deck lighting on the main - 04 Deck Port side.	Pilothouse 05-33-0-L	05-44-1 V	5	
Weather Dk Lts, Main, 01, 02, 03, 04 Dk, Fr 63-135 (S)	Various vital deck lighting on the main - 04 Decks Stbd side.	Pilothouse 05-33-0-L	05-44-1 V	7	
Weather Dk Lts 01, 02, 03 Dk, Fwd P/S Fr 32	Forward Deck house lighting	Pilothouse 05-33-0-L	05-44-1 V	13	
Weather Dk Lts 05 Dk, P/S Fr 40-54	Deck Lts aft of the Pilothouse	Pilothouse 05-33-0-L	05-44-1 V	19	
Weather Dk Lts, 01 Dk	01 Dk aircastles, Fr 39, 54-135 (P), Fr 39 & 54 (S)	01-23-0-L	01-49-1	18	Switch in 01 athwartship passageway Pt side
Weather Dk Lts, 02 Dk, Stbd	02 Stbd Deck, Fr 75-105	03-65-0-E	03-65-3	16	Switch in athwartship passageway, Stbd side

TABLE 3-1

Weather Dk Lts, 02 Dk, Pt	02 Port Deck, Fr 75-105	03-65-0-E	03-65-3	16	Switch in athwartship passageway, Pt side
Weather Dk Lts, 02 passageway	02 Deck athwartships passageway	03-64-0-E	03-65-3	1	Switch in athwartship passageway, Pt & Stbd side
Weather Dk Lts, 03 passageway	03 Deck athwartships passageway	03-64-0-E	03-65-3	1	Switch in athwartship passageway, Fr 65 (P) & 63 (S)

CHAPTER 4 - ADMINISTRATIVE PROCEDURES

Section 400 - General. This list of administrative procedures is not all-inclusive, but provides guidance for some key administrative procedures and may be expanded as necessary. The objectives, standards, and policies, and procedures identified in the following Coast Guard directives and instructions form the basis for these administrative procedures.


- CG Personnel Manual, COMDTINST M1000.6 (series)
- CG Regulations Manual, COMDTINST M5000.3 (series)
- Shipboard Regulations Manual, COMDTINST M5000.7 (series)
- Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
- Urinalysis Drug Testing Procedures, COMDTINST 5355.1 (series)
- Coating and Color Manual, COMDTINST M10360.3 (series)
- Electronics Manual, COMDTINST M10550.25 (series)
- Water Supply and Waste Disposal Manual, COMDTINST M11300.2 (series)
- Vessel Safety Quick Reference Guide, COMDTPUB P5100.51 (series)
- Equipment Tag Out Procedures, COMDTINST 9077.1 (series)
- NAVSHIPS Technical Manual chapter 593
- Command Assignment List, HEALYINST 1601.1 (series)
- HEALY Inport Duty Section Qualification Requirements, HEALYINST 3502.1 (series)
- HEALY Underway Watch Qualification Requirements, HEALYINST 3502.2 (series)
- Unit Check-In and Check-Out Procedures, HEALYINST 3502.3 (series)
- Pre-Mishap Plan, HEALYINST 5100.1 (series)
- HEALY Postal Operations Instruction, HEALYINST 5110.1 (series)
- HEALY Daily and Holiday Routine, HEALYINST 5330.1 (series)
- Health Services Division Standard Operating Procedures (SOP), HEALYINST 6260.1 (series)
- Hazardous Materials/Communication Control Program, HEALYINST 6260.1 (series)
- Respiratory Protection Program, HEALYINST 6260.3 (series)
- Electrical Safety Instruction, HEALYINST 9077.1 (series)
- Waste and Trash Disposal, HEALYINST 9656.1 (series)
- Oil Spill/HAZMAT Release Contingency Plan, HEALYINST 16480.1 (series)

Section 410 - Procedures for Military Personnel

1. Reporting or Departing on PCS

- a. Personnel shall follow the check-in/check-out sheets contained in the Unit Check-In and Check-Out Procedures instruction. To facilitate the processing of orders, departing member shall submit a PCS departure worksheet to the Ship's Office within 30 days of notification of orders.
- b. All personnel departing PCS shall check-out with the OOD on their day of departure.
- c. When new personnel report to HEALY, the Officer of the Deck is responsible for identification and initial processing of personnel received. The OOD shall identify the person and examine his/her orders and have the person escorted to the ship's office if during the workday. If after hours, provide a member of the duty section to give a tour of the ship and make appropriate arrangements for baggage, and berthing.
- d. The Department Head shall upon receipt of orders assign an appropriate sponsor to contact the incoming member and notify the Ship's Office so a welcome aboard message can be sent.

2. Liberty: Regular liberty will be granted each day in homeport following the HEALY daily routine. Regular liberty away from homeport will be granted at the Executive Officer's discretion. Special liberty may be granted at Department Head discretion.

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3. Leave

- a. Leave shall normally begin when liberty is granted on the day of departure and end at the expiration of liberty on the day of return. Day of departure and day of return shall not count as leave days. Liberty may be taken prior to or after leave periods. Liberty may not be taken between leave periods unless the entire period is charged as leave. Special liberty may not be combined with leave. Emergency leave shall be granted as needed.
- b. Department Heads have approval authority for homeport leave requests. The Executive Officer shall approve or disapprove leave requests for Department Heads, all leave requests while the ship is scheduled to be underway or away from homeport and all emergency leave requests. The Officer of the Deck (OOD) may approve emergency leave requests when the Executive Officer or Department Head cannot be reached.
- c. Leave requests shall be submitted on Special Request Authorization Document found on the ship's W Drive under the Admin Folder. Only one copy is required and it may be routed electronically or by hand. Routing of the leave request shall be via the member's supervisor and duty section leader (or senior watch stander for EOW's and OOD's) to the Department Head who shall ensure the approved leave request is routed to the Ship's Office for processing. Approved leave requests shall be submitted to the Ship's Office at least two working days prior to the start of leave. Complete address and telephone information is required.
- d. The member is responsible for knowing the time and date of the expiration of liberty or termination of leave prior to departure from the ship. Personnel departing on leave shall check out with the OOD. Checking out with the OOD by phone is allowed if the leave period follows regular liberty. Leave papers shall be returned to the Ship's Office if leave taken is different than that which was originally authorized. The Ship's Office shall ensure that leave taken is properly reported to the Personnel Reporting Unit.

4. Exchange of Duty

- a. May be granted for flexibility in personal affairs. Stand by personnel must be fully qualified and available for all applicable watches and duties. Under no circumstances is monetary payment for exchange of duty allowed.
- b. Exchange of Duty requests shall be submitted on Special Request Authorization Document found on the ship's W Drive under the Admin Folder. Only one copy is required and it may be routed electronically or by hand. It shall be routed through the supervisor and duty section leader for both personnel involved. The OOD and EOW must both approve any request for exchange of duty that comes up on the day of duty.

5. Evaluations: Officers and enlisted personnel will be evaluated in accordance with the Personnel Manual. The Officer OER rating chain is identified in the Command Assignment List.

6. Urinalysis Testing Program: Random urinalysis testing will be conducted in accordance with the procedures in COMDTINST 5355.1. Random testing is considered an administrative inspection as defined in the Personnel Manual, but the results of random testing may be used as evidence under a UCMJ action. As a standard practice, a competence-for-duty urinalysis test shall be conducted for all members following an unauthorized absence of greater than 48 hours.

7. Interpersonal Relationships: Chapter 8 of the Personnel Manual discusses interpersonal relationships within the Coast Guard. It defines three types of interpersonal relationships: Acceptable, Unacceptable, and Prohibited. Prohibited relationships are a violation of a general order or regulation under UCMJ Article 92 and engagement in a prohibited relationship may result in a UCMJ action. As a cutter, unacceptable relationships (as defined in the Personnel Manual) onboard HEALY are also prohibited for all

(b)(6)&(7)(C)

members permanently assigned to HEALY, or aboard under TAD orders. As a Command issued general order, engagement in an unacceptable relationship is also violation of UCMJ Article 92 and may result in UCMJ action.

Section 420 - Internal Operating Procedures

1. Mail handling onboard will be in accordance with HEALY Postal Operations Instruction.
2. Honors and Ceremonies: Honors and ceremonies shall be rendered in accordance with U. S. Coast Guard Regulations. Responsible officers shall be meticulous in rendering all honors. The Operations Officer is responsible for preparation when "dressing" and "full dressing" ship as prescribed in Coast Guard Regulations and in NTP-13B.
3. Training Bill
 - a. The Training Board is the primary vehicle for planning and coordinating unit training through the formulation of a training schedule. The Training Board will meet on at least a quarterly basis to review and plan the cutter's training needs. The membership on the Training Board and the Training Officer are identified in the Command Assignment List.
 - b. The Training Officer shall function as the recorder for the Training Board and shall assist in implementation of the Training Board schedule. The Training Officer shall:
 - (1) Request quotas for all resident and exportable training schools and is the cutter's primary liaison with the Training Quota Management Center (TQC).
 - (2) Prepare and submit a preliminary training schedule to the training board for approval and publish the approved training schedule.
 - (3) Maintain Coast Guard Training Records (CG-5285) for each member of the crew.
 - (4) Maintain records of General Military Training conducted.
 - (5) Record completion of Standard Training Requirements (STRs).
 - (6) Coordinate Command Assessment of Readiness and Training (CART), Training Availability (TRAV) and TSTA operations. Act as unit point of contact with the TSTA Training Liaison Officer (TLO), and the cognizant Navy Afloat Training Group.
 - c. Drills and Exercises: Standard Training Requirements (STRs) are operational and emergency drills required by the Cutter Training and Qualification Manual and the Operational Commander. These drills are the focus of the Tailored Ship's Training Availability (TSTA). Drills and exercises are administered by the On Board Training Teams (OBTTs) which include the:
 - (1) Deck and Operations Training Team (DOTT): Responsible for all navigation, seamanship, and aviation STRs.
 - (2) Engineering Training Team (ETT): Responsible for all Basic Engineering Casualty Control Exercises (BECCE).
 - (3) Damage Control Training Team (DCTT): Responsible for all underway damage control drills. Inport, the DCA shall put together the inport duty section drill requirements.
 - The Executive Officer shall function as coordinator between the OBTTs and fulfill the role of an Integrated Training Team (ITT) for drills and exercises that cross training team areas or responsibilities.
 - d. Personnel Qualification Standards (PQS): PQS completion is a requirement of specific watchstation assignments. Job Qualification Requirements (JQR) are locally produced PQS that has been developed when no existing PQS covers a specific watchstation requirement. There are two HEALY Instructions that detail the requirements for HEALY's inport and underway watchstation PQS requirements; HEALY Inport Duty Section Qualification Requirements and the HEALY Underway Watch Qualification Requirements.
4. Daily Routine onboard will be in accordance with the HEALY Daily and Holiday Routines instruction.

The daily routine will be modified from time to time by the Executive Officer as needed to meet operational requirements.

5. Inspections

- a. Unit material inspections will be executed to satisfy annual OSHA compliance inspection regulations as set forth in Safety and Environmental Health Manual and using the checklists included in the Vessel Safety Quick Reference Guide as guidance.
- b. The Chief Master-At-Arms and the Chief Health Service Technician will conduct daily cleanliness and sanitation inspections of enlisted living spaces.
- c. Department Heads, Division Officers and supervisors will frequently conduct informal safety inspections of workplaces to:
 - (1) Monitor and enforce safe work practices, including the wearing of proper personal protective equipment and maintaining good housekeeping.
 - (2) Ensure warning systems are operative, warning signs are conspicuously posted, and safety interlocks and/or guards are in place and effective.

Section 430 - Safety and Environmental Health Programs

1. Sight Conservation Program, Hearing Conservation Program, Heat Stress Program, and the Potable Water Sanitation Program are all contained in the Health Services Division Standard Operating Procedures (SOP)
2. Respiratory Protection Program is contained in the Respiratory Protection Program instruction.
3. Hazard Communication Program and Hazardous Waste Management Program are contained in the Hazardous Materials/Communication Control Program instruction.
4. Hazardous Materials/Waste Spill Contingency Plan is contained in the Waste and Trash Disposal and the Oil Spill/HAZMAT Release Contingency Plan instructions.
5. Pre-Mishap Plan is contained in the Pre-Mishap Plan instruction.
6. Electrical Safety Program is contained in the Electrical Safety Instruction and the Commandant instruction on Equipment Tag Out Procedures.
7. Electromagnetic Radiation Protection
 - a. Purpose. To prescribe procedures to prevent personnel injuries resulting from proximity to non-ionizing radio frequency radiation emitted from transmitting antennas.
 - b. Responsibility. The Electronic Systems and Electronic Propulsion Division Officer is responsible for this program. Guidance is contained in the Electronics Manual and the Technical Report for Hazards of Electromagnetic Radiation to Personnel and Fuel Survey of CGC HEALY (WAGB-20), February 2000.
 - c. Procedures and Assignments.
 - (1) Antenna Color Coding. The bases of all antennas are color coded with red meaning the antenna can serve as a radiator of RF (radio frequency) energy or blue indicating the antenna is only used for receiving signals. The antennas with the red color coded bases are therefore to be avoided and the antennas with the blue color coded bases are safe to touch (however personnel should avoid touching any antenna).
 - (2) High Frequency (HF) radiation. HEALY has seven (7) HF radiating antennas (Antennas 2-1 through 2-7). Four are located on the flying bridge (06), two aft of the

pilothouse and one fan style wire rope antenna is strung from the yardarms to the front of the stack enclosure at frame 74.5.

(3) Flying Bridge. Red lines enclose the base of each antenna. Should operations dictate that personnel be on the flying bridge during transmissions, those lines shall not be crossed.

(4) Aloftconn. The fan antenna elements are coupled to the yardarm side of the antenna just above aloftconn. During periods of transmission the exterior walkway around the aloftconn becomes a restricted area. Personnel working in aloftconn shall not exit aft onto the walkway before receiving permission from the OOD. Prior to giving permission the OOD shall verify that radio transmissions from the fan antenna (2-1) are not being emitted. The radio operator shall not commence transmissions on this antenna without first notifying the OOD.

(5) 05 Deck aft of the Pilothouse. Red lines enclose the base of each antenna (one located port and one starboard near the aft rail). Should operations dictate that personnel be on this aft deck, those lines shall not be crossed.

(6) 04 Deck forward of Stack. A red line encloses the two ends of the fan antenna. Personnel shall remain outside of the line at all times.

(7) Crane operations. Before beginning crane operations on the 04 level, the crane operator shall first check with the OOD to verify that radio transmissions from the fan antenna are not being emitted. During Crane operations of the 04 starboard crane the crane operator shall first check with the OOD to ascertain that the HAM radio antenna is not emitting. The radio operators shall not commence transmissions on these antennas without first notifying the OOD.

(8) Radar. The radar antennas are above the aloftconn overhead. A man-aloft chit shall be required to work at this level or above. All transmissions (including radar) shall be secured when personnel are working at this point and above. The most severe risk with these antennas is not from the emissions but from getting struck by a rotating antenna.

(9) UHF. The "trash cans" on the port and starboard forward sides of the flying bridge are directional UHF antennas. There is no danger to personnel on the flying bridge while these are in operation. Personnel shall not climb on these foundations/ antennas while in operation.

(10) INMARSAT B. The INMARSAT antenna on the starboard forward side of the flying bridge is a directional EHF antenna. There is no danger to personnel on the flying bridge while the INMARSAT is in operation. Personnel shall not climb on this antenna's foundation while in operation.

(11) VHF. Most of the VHF transmit antennas are on the yardarms. There is no danger to personnel under normal circumstances. When technicians are working on the yardarms a man-aloft chit is required, securing all transmissions. Two stovepipe multi-element antennas (Antennas 3-14 and 3-15) are located at frame 52 port and starboard along the rail. Because of the low RF output power to these two antennas the PEL (personnel exposure limits) are not normally exceeded, however, personnel should not make a habit of touching either of the two antennas.

(12) Remaining transmit antennas are above the roof of the aloftconn on the stubmast. To access this area a man-aloft chit is required, securing all transmissions. When aloft the most severe danger from these low powered antennas is not from radiation as it would be from the climber being startled by a slight shock, which might then lead to a fall.

8. Working Aloft Plan

a. Purpose. To establish safety precautions for working aloft.

b. Responsibility. The Electrical and Electronics Assistant is responsible for this program. Guidance is contained in the Shipboard Regulations Manual and the Electronics Manual.

c. Procedures and Assignments. The individual requesting to go aloft will obtain and route the GOING ALOFT chit. A sample of the aloft chit is attached at the end of this chapter.

9. Working Over-the-Side Plan

- a. Purpose. To establish safety precautions for working over the side.
- b. Responsibility. The First Lieutenant is responsible for this program. Guidance is contained in the Shipboard Regulations Manual and the Coatings and Color Manual.
- c. Procedures and Assignments. The following safety precautions will be followed by personnel working over the side.
 - (1) Life jackets will always be worn.
 - (2) Personnel will not work over the side when the ship is underway.
 - (3) All personnel over the side must have a safety line secured to their bodies and tended by a person on deck. The line tender must be present at all times.
 - (4) The person in charge will be responsible for rigging the stages safely and securely, and tending the lines of the personnel over the side.
 - (5) The person in charge will never leave the immediate vicinity of the work over the side and will keep a sharp watch for approaching ships, small boats or anything that might endanger the work party.
 - (6) When a ship or small boat approaches so that the slightest possibility of collision exists, the person in charge will immediately order the work party aboard the ship.
 - (7) Whenever painting, chipping, sanding or wire brushing personnel shall take the following precautions.
 - (a) Safety Goggles will be worn at all times while chipping, painting or operating power tools.
 - (b) No painting will be permitted in any area in which welding is being performed.
 - (c) All personnel engaged in spray painting must wear protective face masks.
 - (d) Precautions shall be taken to ensure paint, chips, etc., do not enter the water.
 - (8) The person in charge of the work detail is responsible for ensuring the detail is informed and follows the above orders, and for providing personnel protective equipment.

10. Sewage Spill Cleanup Plan

- a. Purpose. To minimize the health risks to personnel in the event of a sewage spill.
- b. Responsibility. The Engineer Officer is responsible for this program. Guidance is contained in the Water Supply and Waste Disposal Manual, Safety and Environmental Health Manual and NAVSHIPS Technical Manual.
- c. Procedures and Assignments.
 - (1) The Support Officer shall:
 - (a) Ensure that Personal Protective Equipment (PPE) is maintained aboard in sufficient quantities to combat a major spill or rupture from any sewage tank aboard.
 - (b) At a minimum the PPE aboard shall include: protective disposable suits, organic respirators to fit a variety of crewmember sizes, gloves, rubber boots, and goggles.
 - (2) The Engineer Officer shall:
 - (a) Ensure that the affected area is isolated and that the spread of contamination is halted.
 - (b) Ensure that clean up teams are properly attired and using appropriate equipment to recover and dispose of the waste material.
 - (3) The Medical Officer shall ensure that any crewmembers exposed to sewage waste are properly examined, that appropriate medical action is taken, and that the incident is

documented in the individual's health record for future reference.

(4) The Marine Science Officer shall ensure that all cleanup materials and waste products are disposed of in accordance with all Federal, State, and Local law and references (a) through (c).

PERSONNEL ALOFT CHIT

DATE: _____ TIME: _____

LOCATION: MAST () STACK ()

TYPE OF WORK AND EXPECTED DURATION:

NAME OF PERSONNEL GOING ALOFT: _____

NAME OF SAFETY OBSERVER: _____

NOTE: THIS PERMIT IS THE ONLY AUTHORIZATION FOR ALOFT WORK OF ANY TYPE ABOARD THIS VESSEL. THIS PERMIT VALID ONLY WHEN SIGNED BY THE EOW AND OOD. IF EITHER OF THE ABOVE PERSONNEL IS NOT AVAILABLE FOR APPROVING THE REQUESTED WORK, THE ONLY VALID SUBSTITUTES ARE THE AEO/EO AND THE COMMANDING OFFICER RESPECTIVELY.

EOW: ENSURE PERSONNEL ARE AWARE OF STACK GASSES WHEN WORKING ON STACK.

OOD: ENSURE RADAR ARRAYS ARE NOT ROTATING WHILE PERSONNEL ARE ALOFT ON MAST.

TC'S: ENSURE PERSONNEL ARE AWARE OF ANY RADIATION HAZARDS WHILE ALOFT.

NOTIFICATION: OOD: _____
EOW: _____
TC'S: _____

BRING SIGNED CHIT TO QUARTERDECK PRIOR TO GOING ALOFT.

QUARTERDECK WATCH:

PROPER PROCEDURE OF PIPES FOR "PRIOR TO PERSONNEL GOING ALOFT, PERSONNEL WORKING ALOFT, AND SECURE FROM PERSONNEL ALOFT" ARE LOCATED IN QUARTERDECK BOOK.

COMPLETION: OOD: _____
EOW: _____
TC'S: _____